

3. I enclose herewith -

- (i) Two specimen signatures of mine, duly attested.
- (ii) Three copies of a passport size photograph of mine, also duly attested.

Or

Three copies of passport size joint photograph of mine, and my wife/husband (only in case officers governed by the Family Pension Scheme, 1964).

* (iii) Two slips each bearing my left-hand thumb and fingers impressions duly attested.

*(This is required only in the case of person who are illiterate and cannot sign their names).

(iii) Two slips each showing particulars of my height and identification marks duly attested.

4. My present address is and
my address after retirement will be

Note. - Any subsequent change of address should be notified to the Head of Office.

1. The details of the members of my family as required under Family Pension Scheme, 1964 are given below (only in case of officers governed by the Family Pension Scheme, 1964).

Name of members	Date of birth	Relationship
Dated		Signature of applicant
The		Designation

Assam Schedule III-I, Form
No. 73 (a)
Revised vide P.F. 117/63

**FORM No. 2
(Pension)**

First Page

**Application for Pension of Gratuity and Death-cum-Retirement
Gratuity.**

1. Name of Applicant
2. Father's name (and also husband's name in the case of
a woman Government servants)
3. Religion and Nationality
4. Permanent residential address showing village/town
and State
5. Present or last appointment, including name of
establishment
6. Present or last substantive appointment
7. Date of beginning of service

8. Date of ending service
9. (a) Total period of Military service
- (b) Date of commencement and of each period of military service
- (c) Amount and nature of any pension /gratuity received for the military service.
10. Governments under which service has been rendered in order of employment.
11. Length of service with details of interruptions and non-qualifying periods.

Y.M.D.
12. Class of pension or gratuity applied for, and cause of application.
13. Average emoluments
14. Proposed pension
15. Proposed gratuity
16. Proposed death-cum-retirement gratuity
17. Date of which pension is to commence
18. Place of payment (Government Treasury or Sub-Treasury).
19. Pension rules opted / eligible

20. Whether nomination made for (i) Family Pension Scheme 1964, (ii) Death-cum-retirement gratuity.
21. Date of applicant's birth by Christian era
22. Height
23. Identification marks
24. Name of Provident Fund Account subscribed and Account Number, if any.
25. Date on which the applicant applied for pension ..
26. Nature of Government dues, if any, outstanding against the applicant.

Dated

The

Signature of Head of
Office/ Department

FORM No. 2 – (Contd.)

Second Page

**History of service (showing interruptions) of
Shri/Shrimati/Kumari**
 Date of birth

1	2	3	4	5	6	7	8	9	10	11
Establishment	Appointment	Pay	Acting allowance	Date of beginning	Date of ending	Period reckoned as service	Period not reckoned as	Remarks	How verified	Remarks by the Audit Officer

Y.M.D.

Y.M.D.

<p>Total period of service</p>

FORM No. 2 (Contd.)

Third page

(A) Remarks by the Receiving Authority —

1. As to character and past conduct of applicant ..
2. Explanation of any suspension or degradation ..
3. Regarding any gratuity or pension already received ..
4. Any other remarks
5. Specific option of the Receiving Authority where the service claimed is established and should be admitted or not

Dated

The Signature and Designation of the
Receiving Authority

(B) Orders of the Pension Sanctioning Authority —

- (i) The undersigned having satisfied himself that the service of Shri/ Shrimati/Kumari
.. .. has been thoroughly satisfactory hereby orders the grant of full pension and/or gratuity which may be accepted by the Accountant General as admissible under the rules.

Or

The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari has not been

thoroughly satisfactory hereby orders that the full pension and/or gratuity which may be accepted by the Accountant General as admissible under the rules shall be reduced by the specified amounts of percentage indicated below –

Amount or percentage of reduction in gratuity	..
.. ..	
Amount or percentage of reduction in pension	..
.. ..	

(ii) The grant of his pension and/or gratuity shall take effect from ..

(iii) A sum of Rs. on account of
 .. is to be held over from death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.

(iv) The following service of the officer has been approved for the grant of special additional pension admissible under the rules —

Post / Posts held
Period of service

FORM No. 2—(contd)

(v) The pension and death-cum-retirement gratuity are payable at Treasury and are chargeable to

(vi) This order is subject to the condition that the amount of pension and/or gratuity as authorised by Accountant General be afterwards found to be in excess of the amounts to which the pensioners is entitled under the rules he/she will be called upon to refund such excess.

Date, Signature and Designation of the Authority
Sanctioning Pension

The

Fourth Page
(C) Audit Enforcement

1. Total period of qualifying service which has been accepted for the grant of superannuation/invalid compensation/pension/gratuity/death-cum-retirement gratuity with reasons for disallowances, if any, other than disallowance, if any, of service the reasons for which are recorded by the Audit Officer in the Second Page.

Note . - Service for the period commencing from
.. .. and upto the date of retirement has not yet been verified this should be done before the Pension Payment Order is issued.

2. Amount of superannuation/retiring/invalid compensation/pension/gratuity/death-cum-retirement gratuity that has been admitted.

3. Amount of superannuation/retiring/invalid compensation/pension/gratuity/death-cum-retirement gratuity admissible after taking into account the reduction in

pension and gratuity made by the authority sanctioning pension.

4. Total period of qualifying service which has been proved for the grant of special additional pension.
5. The amount of special additional pension, if any, admitted under the rules.
6. The date from which the superannuation/retiring/invalid compensation/pension/gratuity/ death-cum-retirement gratuity is admissible.
7. The date from which the special additional pension is admissible.
8. Head of account to which the superannuation/retiring/invalid compensation/pension/gratuity/death-cum-retirement gratuity and special additional pension is chargeable.

Date

The

Accountant General, Assam

FORM No. 2 - (concl'd)

DOCKET

Date of application
Name of applicant
Class of pension and/ or gratuity
Sanctioning authority

Amount of pension sanctioned
Amount of gratuity sanctioned
Date of commencement
Date of sanction

Assam Schedule III-I, Form No. 73 (b)
Revised vide PF, 117/63.

FORM No. 3
(Pension)

First Page

**Application for Death-cum-retirement Gratuity/ Residuary
Gratuity in respect of a Deceased Officer/ pensioner.**

Application for the grant of death-cum-retirement gratuity/
residuary gratuity to the family of Shri/Shrimati
.. latein the office/Department of ..
..

1. Name of applicant
2. Relationship to deceased Government servant/pensioner
3. Date of birth
4. Date of retirement, if the deceased was a pensioner
5. Date of death of the Government servant/ pensioner.

6. Name of the Treasury / Sub-Treasury at which payment is desired.

7. Full address of the applicant

8. Signature and thumb impression of the applicant

9. * Attested by

(i) —

(i) —

10. Witness

Name

Full address

Signature

(i) —

(ii)—

Attestation should be done by two or more persons of respectability in the town, village or pargana in which the applicant resides.

FORM No. 3 – (Contd.)

Second Page

**History of service (showing interruptions) of Shri/ Shrimati/
Kumari ..**

Date of birth										
Establishment	Appointment	Pay	Acting allowance	Date of beginning	Date of ending	Period reckoned as service	Period not reckoned as	Remarks	How verified	Remarks by the Audit Officer
1	2	3	4	5	6	7	8	9	10	11

Y.M.D. Y.M.D.

Total period of service

FORM No. 3 – (Contd.)

Third Page

(A) Remarks by the Receiving Authority -

1. As to character and past conduct of the deceased officer ...
... ..
2. Explanation of any suspension or degradation
... ..
3. Regarding any gratuity already received by the deceased officer
4. Any other remarks
5. Specific opinion of the Receiving Authority whether the service claimed is established and should be admitted or not

Dated

Signature and Designation of the
Receiving Authority

The

(B) Order of the Sanctioning Authority —

(a) The undersigned having satisfied himself that the service of late Shri/Shrimati has been thoroughly satisfactory, hereby orders the grant of death-cum-retirement gratuity/ residuary, which may be accepted by the Accountant General as admissible under the rules, to the persons mentioned in clause (c) below –

OR

(a) The undersigned having satisfied himself that the service of late Shri/Shrimati has not been thoroughly satisfactory, hereby orders that the death-cum-retirement gratuity/ residuary gratuity which may be accepted by Accountant General as admissible under the rules to the persons mentioned in clause (c) below, shall be reduced by the specified amount or percentage indicated below –

Amount or percentage of reduction in gratuity

(b) A sum of Rs. on account of is to be held over from the death-cum-retirement gratuity/residuary gratuity till the outstanding dues are assessed and adjusted.

(c) —

Name of the person	Address	Relationship with deceased officer	Amount of share of death-cum-retirement
1.			
2.			

FORM No. 3 – (Contd.)

Fourth Page

(d) This order is subject to the condition that should be amount of gratuity as authorised by the Accountant General be afterwards found to be in excess of the amount to which the

person concerned is entitled under the rules, he/she will be called upon to refund such excess.

(e) The death-cum-retirement gratuity/ residuary gratuity is payable at Treasury and chargeable to

Dated Signature and Designation of the
Sanctioning Authority.
The

Note. —In the case of residuary gratuity, the service of the deceased officer would have already been verified and the expression “having satisfied thoroughly satisfactory” in clause (a) above would not be used.

Audit Enforcement

1. Total period of qualifying service which has been accepted for the grant of death-cum-retirement /residuary gratuity with reasons for disallowances, if any, other than disallowances, if any, of the service the reasons for which are recorded by Audit Officer in the Second Page.
2. Amount of death-cum-retirement gratuity/residuary gratuity that has been admitted.
3. Amount of death-cum-retirement gratuity/residuary gratuity admissible after taking into account the reduction in gratuity made by the authority sanctioning such gratuity.

4. The amount of death-cum-retirement gratuity is payable to the nominee /the following member of the family of the deceased in equal shares/ proportionately as shown below –

- (i)
- (ii)
- (iii)
- (iv)

5. Head of account of which the death-cum-retirement gratuity/ residuary gratuity is chargeable.

Dated

Accountant General,

The

Assam

FORM No.3 – (concl.)
DOCKET

Date of application
Name of applicant
Class of gratuity
Sanctioning authority
Amount of gratuity sanctioned
Date of commencement
Date of sanction

FORM NO. 4

Pension

First Page

**Application for Family Pension (1964)
(Under Family Pension Rules, 1964)**

Application for family pension for the family of
Shri/Shrimati.. ...late a in the
office/Department of

1. Name of the applicant
2. Relationship to the deceased Government servant/ pensioner
..
3. Date of retirement if the deceased was a pensioner ..
..
4. Date of death of the Government servant/ Pensioner
.. ..
5. The order in which the applicant's name appears in the
Nomination Form [Form No. 16 (Pension)].
6. Name and age of the surviving kindred of the deceased –

	Name	Date of birth (by Christian era)
(a)	Widows/ Husband	
	Sons Unmarried Daughters	
(b)	Father	
	Mother	
	Brother	
	Unmarried Sisters	
	Widowed Sisters	

7. Name of Treasury / Sub-Treasury at which payment is desired

8. Descriptive roll of Shri / Shrimati
Widows/sons/daughters etc., of late

- (i) Date of birth (by Christian era)
- (ii) Height
- (iii) Personal marks, if any, on the hand, face, etc.
- (iv) Signature/Left hand thumb and fingers impressions

Small finger	Ring finger	Middle finger	Index finger	Thumb

9. Full address of applicant

Attested by

(1)

(2)

Witnesses

(1)

(2)

Note 1. - The descriptive roll and signature, thumb and finger impressions accompanying application for family pension should be in duplicate and attested by two or more persons of respectability in the town or pargana in which the applicant resides.

Note 2. - If the applicant belongs to a category mentioned in the item 6 (b) he should be furnish proof of his dependence on the deceased Government servant/pensioner, for support.

Note 3. - If the applicant is a minor brother of the Government servant/ pensioner, the statement against item 8 (1) should be supported by the certificate of age (in original with the attested copies) showing the date of birth of the applicant. The original will be returned to the applicant after the necessary verification.

FORM No. 4 - (contd.)

Second Page

History of the service (showing interruptions) of Shri/ Shrimati/ Kumari ..

Date of birth										
Establishment	Appointment	Pay	Acting Allowance	Date of beginning	Date of ending	Period reckoned as	Period not reckoned as	Remarks	How verified	Remarks by the Audit
1	2	3	4	5	6	7	8	9	10	11

Y.M.D.

Y.M.D.

<p>Total period of Service</p>

FROM No. 4 – (contd.)

Third Page

(A) Remarks by the Receiving Authority

1. As to character and past conduct of the deceased officer
..
2. Explanation of any suspension or degradation
.. ..
3. Regarding any pension already received by deceased officer ..
..
4. Any other remarks
5. Specific opinion of the Receiving Authority
whether the service claimed is established and
should be admitted or not

Dated

Signature and Designation of the

The

Receiving Authority

(B) Orders by the Sanctioning Authority

The undersigned having satisfied himself that the service of late Shri/Shrimati /Kumari has been thoroughly satisfactory, hereby orders the grant of a family pension to Shri/Shrimati/ Kumari (here state relationship)of the said late Shri/Shrimati/Kumari which may be accepted by the Accountant General as admissible under the rules.

OR

The undersigned having satisfied himself that the service of late Shri/Shrimati/ Kumari has not been thoroughly satisfactory, hereby orders that the family pension which may be accepted by the Accountant General as admissible under the rules to Shri/Shrimati/Kumari (here state relationship) of the said late Shri/ Shrimati/ Kumari shall be reduced by the specified amount or percentage indicated below:

Amount or percentage of reduction in family pension

This order is subject to the condition that should the amount of family pension is authorised by the Accountant General be afterwards found to be in excess of the amount to which the person concerned is entitled under the rules, he/she will be called upon to refund such excess.

The family pension is payable at
 Treasury and is chargeable to

Dated

The **Signature and Designation of
 the Sanctioning Authority**

FORM NO. 4 - (concl.d.)

Note. - In cases where death takes places after retirement, the service of deceased officer would have already been verified and expression "having satisfied thoroughly satisfactory" above, would not be used.

Fourth Page

(C) Audit Enforcement

1. Total period of qualifying service which has been accepted for the grant of family pension with reason for disallowance, if any, other than disallowance, if any, of service the reasons for which are recorded by the Audit Officer in the Second Page.
2. Amount of family pension that has been admitted.
3. Amount of family pension admissible after taking into account the reduction in pension made by the authority sanctioning pension.
4. The family pension is payable to Shri/ Shrimati/ Kumari ..
.. .. son/widow/daughter of the deceased and is tenable for the period from to
.. or upto the date of death, marriage or remarriage (in the case of female member), whichever event occurs earlier.

Head of account to which the family pension is chargeable.

Dated

The

Accountant General,
Assam

DOCKET

Date of application
Name of applicant
Class of gratuity
Sanctioning authority
Amount of pension sanctioned
Date of commencement
Date of sanction

FROM No. 5
(Pension)

**Form of intimation for death-cum-retirement gratuity /
residuary
gratuity in cases where valid nomination exists**

No.

GOVERNMENT OF ASSAM

.. .. . Department
Office of the
Dated the

Subject : Payment of Death-cum-Retirement Gratuity/
Residuary Gratuity in respect of late Shri/
Shrimati

Sir,

I am directed to state that in terms of the nomination made by the late Shri/ Shrimatia... .. in the office/Department of a death-cum-retirement gratuity/residuary gratuity to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a formal claim for the grant of death-cum-retirement gratuity/ residuary gratuity may be submitted by you in the enclosed Form No. 3 (Pension) as soon as possible.

3. Should and contingency have happened since the date of making the nomination, so as to render the nomination invalid, in

whole or in part, precise details of the contingency may kindly be stated.

Yours Faithfully,

To
.. .. .
.. .. .

(Designation)

FORM No. 6
(Pension)

**Form of intimation for death-cum-retirement gratuity/
residuary gratuity
where valid nomination does not exist**

GOVERNMENT OF ASSAM

..Department
Office of
No.
Dated the.. ..

Subject : Payment of Death-cum-Retirement Gratuity/
Residuary Gratuity in respect of late Shri/
Shrimati

Sir,

I am directed to say that in terms of Liberalised Pension Rules, Chapter VIII, rule 135 of the Assam Services (Pension) Rules, 1969, a death-cum-retirement gratuity/ residuary gratuity is payable to the following members of the family of the deceased Shri/ Shrimati latein the office of the Department of in equal shares -

- | | |
|--------------------------|-------------------------|
| (i) Wife / Husband | Including step-children |
| (ii) Son | |
| (iii) Unmarried daughter | |

2. In the event of there being no surviving member of the family as indicated above, the death-cum-retirement gratuity/residuary gratuity will be payable to the following members of the family in equal shares —

- (i) widow daughters.
- (ii) brothers below the age of 18 years and unmarried or widowed sisters.
- (iii) father.
- (iv) mother

3. It is requested that a formal claim for the payment of the death-cum-retirement gratuity / residuary gratuity may be submitted in the enclosed Form No. 3 (Pension) as soon as possible.

Yours faithfully,
(Designation)

FORM No. 7
(Pension)

**Form of intimation for family pension where valid nomination
exists**

(Under the Liberalised Pension Rules. (1954)

No.

GOVERNMENT OF ASSAM

..Department
Office of
Dated the.. ..

Subject : Payment of family pension in respect of the late Shri /
Shrimati

Sir,

I am directed to state that in terms of the nomination made by the late Shri/ Shrimatia,in the Office/ Department of (Designation) a family pension in payable to you as his/her nominee.

2. I am accordingly to suggest that a formal claim for admission to the family pension may be submitted by you in the enclosed Form No. 4 (Pension) as soon as possible.

1. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours Faithfully,
(Designation)

To

Shri/ Shrimati
..
..

FORM No. 8
(Pension)

**Form of intimation for family pension where valid nomination
does not exist**
(Under the Liberalised Pension Rules, 1954)

No.

GOVERNMENT OF ASSAM

..Department
Office of
Dated the.. ..

Subject : Payment of family pension in respect of late Shri/
Shrimati

Sir,

I am directed to state that a family pension is payable to the
family of late Shri/ Shrimati ain the Office /
Department of

Designation

In the absence of nomination in accordance with the
provisions of the rule 137 of the Assam Services (Pension) Rules,
1969 the family pension is payable as follows –

- (a) (i) to the eldest surviving widow or the husband;
- (ii) failing widow/ husband, to the eldest surviving son;
- (iii) failing (i) and (ii), to the eldest surviving unmarried daughter;
- (iv) these failing, to the eldest widowed daughter; and
- (b) In the event of no family pension becoming payable under clause (a) above;
 - (i) to the father;
 - (ii) failing father, to the mother;
 - (iii) failing father and mother, to the eldest surviving brother below the age of 18;
 - (iv) these failing, to the eldest surviving unmarried sister;
 - (v) failing (i) to (iv) to the eldest surviving widow sister,

No family pension is payable to a person mentioned in clause (b) above without production of reasonable proof that such person was dependent on the deceased for support.

2. I am to suggest that a formal claim for family pension may be submitted in the enclosed Form No. 4 (Pension) if you have a prior claim to it in accordance with the gradation given above. You are requested to furnish also an affidavit to the effect that there is no surviving member of the family of Shri
 ranking above you in the order given above. You

should understand that false information given or declaration made by you in this connection will render you liable to legal action. If, in the light of the above gradation, you have no prior claim to the family pension, you are requested to intimate the name, address and relationship to the deceased of the person who according to your knowledge has a prior claim to the pension, and also pass on this letter to him/her for necessary action.

Yours Faithfully,
(Designation)

To

Shri/ Shrimati.. ..

..

FORM No. 9
(Pension)

Form of Intimation for Family Pension, 1964

(Under the Family Pension Scheme, 1964)

No.

GOVERNMENT OF ASSAM

..Department

Office of the..

Dated the.. ..

Subject : Payment of family pension in respects of Shri / Shrimatiunder the Family Pension Scheme, 1964 for Assam Government Employees [Rule 138 of the Assam Services (Pension) Rules 1969].

The undersigned has learnt with regret the death of late Shri /
Shrimati

(Designation)

in this Office/ Department and is directed to inform you that
under provisions of the Family Pension Scheme, 1964 fro Assam
Government employees you are entitled to Family Pension for life
or remarriage whichever is earlier/ till attaining the maturity.*

I am accordingly to suggest that for the grant of family
pension may be submitted by you in the enclosed Form of
application in No. 10 (Pension) along with the following documents
:

1. Death Certificate
2. Three copies of a passport size photograph duly attested
by a Gazetted officer.
3. Guardianship certificate where pension is admissible to
the minor children.

Signature
(Designation)

To

Shri/ Shrimati
.. .. .
.. .. .

* Where family pension is admissible to the minor children.

FORM NO. 10
(Pension)

Form of Application for Family Pension
(Under the Family Pension Scheme, 1964)

Application for a family pension for the family of late Shri/
Shrimati

(Designation)

in the Office/ Department of

1. Name of the applicant
2. Relationship to the deceased Government servant/
pensioner.
3. Date of retirement, if the deceased was a pensioner.
4. Date of death of Government servant / pensioner.
5. Names and ages of surviving kindred of the
deceased.

	Name	Date of birth (By Christian era)
Widow / Widower
Sons	
Unmarried daughters	

6. Name of Treasury/ Sub-Treasury at which payment in desired.

7. Descriptive Roll of
widows/widower/ guardian of the minor children of late

- (i) Date of birth (by Christian era)
- (ii) Height
- (iii) Personal marks, if any, on hand or face,
- (iv) Signature of left hand thumb and finger impressions —

Small	Ring	Middle	Index	Thumb
finger	finger	finger	finger	

8. Full address of the applicant

9. The following documents are also enclosed —

- (i) Death Certificate.... .. .
- (ii) Three copies of passport size photograph dully attested by a Gazetted officer.
- (iii) Guardiadi certificate where pension is admissible to the minor children.

10. Signature of left hand thumb impression, in the case of those who are not literate enough sign their names

Attested by :

(1)

.....

(2)

Witness :

(1)

.....

.....

Note. - The Descriptive Roll (Column 7 and) signature or left hand thumb and finger impressions accompanying application for family pension should be in duplicate (in two sedarate sheets) and attested by two Gazetted officers or persons of respectability in the town, village, or pargana in which the applicant resides.

FORM NO. 11

(Pension)

Form for Sanctioning Family Pension

(Under the Family Pension Scheme, 1964)

1. Name of the Government servant
2. Father's name (and also husband's name in the case of a woman Government servant)
3. Religion and Nationality
4. Last appointment held including name of establishment.
5. Date of beginning of service
6. Date of ending service
7. Substantive appointment held
8. Pension Rules opted/ eligible
9. Length of continuous qualifying service prior to death
10. 'Pay' (as defined in Note 1 below rules 141—Family Pension Scheme, 1964)

11. Amount of family pension admissible
12. Date from which pension is to commence
13. Period up to which the family pension is to continue.
14. Place of payment (Government Treasury or Sub-Treasury).

The undersigned having satisfied himself of the above particulars of late Shri/ Shrimati hereby orders the grant of a family pension of Rs.P. only (Rupeesonly) Address.. .. .which may be accepted by the Audit Officer as admissible under the rules.

.. .. .
 ..
 (Signature)

 ..

 ..

(Designation of the Sanctioning
 Authority)

FORM NO. 12

(Pension)

**Nomination for Death-cum-Retirement Gratuity
When the officer has a family and wishes to nominate one
member thereof**

I hereby nominate the person mentioned below, who is a member of family, and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement, may remain unpaid at my death.

Name and address of nominee	Relationship with officer	Age	Contingencies on the happening of which the nomination shall become	Name, address and relationship of the person or person, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or	Amount of share of gratuity payable to each
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on which stands cancelled.

Dated the day to 19 .. at

Witnesses to sign.

1. Signature and designation
of the officer

2.

Note. - The last column should be filled into cover the whole amount of gratuity.

(To be filled in by the Head of Office in the case of a non-Gazetted Officer)

Nomination by
Designation
Office
.. .. .

Signature of Head
of Office

Date
Designation

**Proforma for acknowledging the Receipt of the Nomination
Form by**

The Head of Office/ Audit Officer

To

.. .. .
.. .. .
.. .. .

Sir,

In acknowledging the receipt of your nomination dated ..
.. ..cancellation datedof the
nomination mad earlier, in respect of the Death-cum-Retirement

Gratuity in Form No. 12 (Pension), I am to state that they have been duly

placed on record.

..

Signature of Head of Office/ Audit Officer
Designation

..

Date

The19

FORM No. 13
(Pension)

Nomination for Death-cum-Retirement Gratuity

When the officer has a family and wishes to nominate more than one members thereof

I, hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent specified below and gratuity which having become admissible to me on retirement may remain unpaid at my death -

Name and address of nominees	Relationship with officer	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which the nomination shall become	Name, address and relationship of the persons, if any to whom the rights conferred on nominee shall pass in the event of the nominee predeceasing the	Amount or share of gratuity payable to each
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier on which stands cancelled.

N.B. — The officer shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated thisday of.. .. .19 .. , at

Witnesses to sign—

1.
2. Signature and Designation
of the Officer

Note 1. — Fourth column should be filled in so as to cover the whole amount of gratuity.

Note 2. — The amount/share of gratuity shown in last column should cover the whole amount/ share payable to the original nominees.

(To be filled in by the Head of Office in the case of non-Gazetted Officer.)

Nomination by

Signature of Head of Office

DesignationDated

OfficeDesignation

**Proforma for acknowledging the Receipt of the Nomination
Form by the
Head of Office/ Audit Officer**

To

.. .. .
.. .. .
.. .. .

Sir,

In acknowledging the receipt of your nomination dated ..
.. .. . cancellation dated of the
nomination made earlier, in respect of Death-cum-Retirement
Gratuity in Form No. 13 (Pension), I am to state that they have
been duly placed on record.

Dated
 The19 .. Signature of Head of Office/
 Audit Officer
 Designation

FORM NO. 14
(Pension)

Nomination for Death-cum-Retirement Gratuity

When the officer has no family and wishes to nominate one person

I,having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in the service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death –

Name and addresses of nominee	Relations hip with officer	Age	Contingencie s on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of	Amount or share of gratuity payable to each

				the officer but before receiving payment of the gratuity	
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on which stands cancelled.

Dated theday of19.. ..at

Witnesses to sign -

1.

..

2.

**Signature and Designation
of the officer**

(To be filled in by the Head of Office in the case of a non-Gazetted Officer)

Nomination by

Designation

Office

.. ..

..

Signature of Head of Office

Date

Designation

**Proforma for acknowledging the Receipt of the Nomination
Form by
The Head of Office/ Audit Officer**

To

..
..
..

Sir,

In acknowledging the receipt of your nomination dated cancellation dated of the nomination made earlier, in respect of the Death-cum-Retirement gratuity in Form No. 14 (Pension), I am to state that they have duly placed on record.

..

Signature of Head of Officer/
Audit officer

Designation
..
Dated
The19

FORM NO. 15

(Pension)

Nomination for Death-cum-Retirement Gratuity

When the officer has no family and wishes to nominate more than one person

I, hereby nominate the persons mentioned below, having no family, confer on term the right to receive to the extent specified below, any gratuity that may be sanctioned by Government in the event of my While in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of nominees	Relationship with officer	Age	Amount or share of gratuity payable to each	Contingencies on the happenings of which the nomination shall become	Name, address and relationship of the persons, if any, to whom the right conferred on nominee shall pass in the event of the nominee predeceasing the	Amount or share of gratuity payable to each
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier on which stands cancelled.

N.B. — The Officer should draw lines across blank space below the last entry to prevent insertion of any name after he has signed.

Dated this day of 19
at

Witnesses to sign –

1.
..
2. Signature and Designation
of the officer

***Note 1.** — Fourth column should be filled in so as to cover the whole amount of gratuity.

Note 2. — The amount/share of gratuity shown in the last column should cover the whole amount/ share to the original nominees.

(To be filled in by the Head of Office in the case of a non-Gazetted officer)

Nomination by
.. Designation Signature of
Head of Office
Office Date
..
Designation

**Proforma for acknowledging the Receipt of the Nomination
Form by the
Head of Office/ Audit Officer**

To

..
..

Sir,

In acknowledging the receipt of your nomination dated ..
.. ..cancellation dated of the
nomination made earlier, in respect of Death-cum-Retirement
Gratuity in Form No. 12 (Pension), I am to state that they have been
duly placed on record.

Dated
The19

Signature of Head of Office/
Audit Officer

(Designation)

FORM No. 16
(Pension)

Nomination Form for Family Pension

Under the Liberalised Pension Rules, 1954, Chapter VIII, Section
III

I, hereby nominate the persons mentioned below, who are members of my family, to receive in the order shown below the Family Pension which may be granted by Government in the event of my death after completion of 20 (twenty) years' qualifying service —

Name and address of nominee	Relationship with officer	Age	Whether married or unmarried
1	2	3	4

This nomination supersedes the nomination made by me earlier on which stands cancelled.

N.B. — The officer should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this day of 19 .. , at

Witnesses to sign ..

1.

Signature and Designation
of the officer

2.

(To be filled in by the Head of Office in the case of a non-Gazetted officer)

Nomination by

Designation

OfficeSignature of Head of Office

Date

Designation

**Proforma for acknowledging the Receipt of the Nomination
Form by Family Pension by the Head of Office/
Audit Officer**

To

..
..
..

Sir,

In acknowledging the receipt of your nomination, datedcancellation, datedof the nomination made earlier, in respect of Family Pension in Form No. 16 (Pension), I am to state that they have been duly placed on record.

Dated

The19 ..

Signature of Head of Office/Audit Officer
Designation....

FORM No. 17

(Pension)

**Indemnity Bond for receiving Death-cum-Retirement Gratuity
by the Guardian on behalf of minor (s)**

Know all men by these presents that we (a) (b), the widow/son/brother, etc., of (c).. .. .deceased, resident of (hereinafter called "the Obligor") and (d)

.. ..son/wife/daughter ofresident of
.. ..the sureties for and on behalf of the Obligor
(hereinafter called "the Sureties" are held and firmly bound to the
Governor of Assam (hereinafter called "the Government") in sum of
Rs (Rupees) only well and truly to be paid to
the Government one demand and without a demur for which
payment we bind ourselves and our respective heirs, executors,
administrator, legal representative, successors and assigns by
these presents.

Signed thisday ofone
thousand nine hundred and

Whereas (c)was at the time of his
death in the employment of the Government/ receiving a pension
at the rate of Rs.(Rupees) only per
month from the Government.

And whereas the said (c)died
on theday of19 and
there was due to him at the time of his death the sum of Rs. ..
.. ..(Rupees.....) for and towards share of his
minor son/daughter in the death-cum-retirement gratuity;

An whereas the Obligor claims to be entitled to the said sum
as de facto guardian of minor son/daughter of the said (c)
.. ..but has not obtained till the date of these presents
the certificate of guardianship from any competent court of law in
respect of the said minor(s) ;

And whereas the obligor has satisfied the (e)that
he/she is entitled to the aforesaid sum and that it would cause
undue delay and hardship if the Obligor be required to produce the

certificate of guardianship from the competent court of law before payment to him of the said sum of Rs.(Rupees) only:

And whereas the Government has no objection to the payment of the said sum to the Obligor but under Government rules and orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c)before the said sum can be paid to the obligor;

And whereas the Obligor and at his/her request the surety/ sureties have agreed to execute the bond in the terms and manner hereinafter contained;

Now the Conditions of this Board in such that if after payment has been made to the Obligor, the Obligor and/ or the surety/ sureties shall in the event of a claim being made by any other person against the Government with respect to the aforesaid sum of Rs. refund to the Government the said sum of Rs. and shall otherwise indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sum and all costs incurred in consequence of the claim thereto; Then the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

And these presents also witness that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government with or without the knowledge or consent of the surety/ sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so releasing

the surety/ sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the surety/ sureties or either of them for the amount due hereunder and the Government agrees to bear the stamp duty, if any, chargeable on these present.

In witness whereof the Obligor and the surety/ sureties hereto have set and subscribed their respective hands hereunto on the day any year above written.

Signed by the above named Obligor in the presence of :

1.
2.

Signed by the above named "Surety/ Sureties" :

1.
2.

Accepted for and on behalf of the Governor of Assam by** in the presence of.

.. .. .
(Name and designation of witnesses)

** Name and designation of the Officer, Director, authorised, in pursuance of Article 299 of the Constitution to accept the bond for and on behalf of the Governor.

Note 1. — (a) Full name of the claimant to as the ‘Obligor’.

(b) State relationship of the Obligor to the deceased.

(c) Name of the deceased Government officer.

(d) Full name or names of the sureties with name or names of the father(s)/ husband(s) and place of residence.

Note 2. — The Obligor as well as the sureties should have attained majority so that the bond may legal effect or force.

FORM No. 18

(Pension)

Form of Surety Bond

For sanction of pension when Government dues are outstanding. [Vide Note 2 below rule 184 of the Assam Services (Pension) Rules, 1969]

In consideration of the Governor of Assam (hereinafter called the “Government” which expression shall include his successors and assigns) having agreed to settle the final accounts of Shri / Shrimati andwithout production of a ‘No Demand Certificate’ from the authorities concerned, I

.. hereby stand surety (which expression shall include my heirs, executor, administrators, legal representatives and assigns)

for payments by the said rent and other dues in respect of the residence now allotted to him/her by Government and also for any residence that may be allotted or that was allotted to the said from time to time by Government. I, the surety, further agree and undertake to indemnify the Government against all loss and damage until delivery of vacant possession of the above said residence is made over to the Government.

I, hereby also stand surety for any amounts that may be due by the said to Government by way of over payment of pay, allowances, leave salary, advances for conveyances, house building or other purposes, or any amounts which may be paid or payable by Government under or in respect of any guarantees given by Government on behalf of the said or any other dues whatsoever of the Government.

The obligation undertaken by me shall not be discharged or in any way affected by any extension of time or any other indulgence granted by the Government to the said and the Government shall have the fullest liberty without affecting the guarantee to postpone for any time and from time to time any of the powers exercisable by it against the said and either to enforce or forbear any of its rights against the said..

.. .. . and I will not be released from the liability under the guarantee by any exercise of the Government of the liberty with reference to the matters aforesaid or by reason of any other forbearance, act or omission on the part of the Government or any other indulgence by the Government to the said or by any other matter or things whatsoever which under the law relating to sureties shall, but for the provision have the effect of so realising me from my such liability.

This guarantee shall remain in force till –

(i) the 'No Demand Certificate' is issued by appropriate authority in favour of the said

..

(ii) The Head of Office in which the saidwas last employed and in cases he/she was drawing pay and allowance on Gazetted Government servant's bill forms, the concerned Audit Officer has certified that nothing is now due to the Government from the said ..

.. .. .

The stamp duty on this instrument shall be borne by the Government.

Singed and delivered by

Signature of Surety

the said surety at

thisday of

in the presence of –

1. Signature

Address and occupation of witness

.. .. .

2. Signature

Address and occupation of witness

.. .. .

Certificate that Shri/Shrimati
is a permanent Government servant

..

.. ..

Signature of the Head of the
Department or officer in which
the Surety is employed

The above bond is accepted

.. ..

Signature and designation for
and on behalf of the Governor
of Assam .

OFFICE MEMORANDUMS

GOVERNMENT OF ASSAM FINANCE (A.P.F.) DEPARTMENT PENSION BRANCH

No. F.M. 210/75/222, Dated Dispur, the 21st June, 1980

From :— Deputy Secretary to the Government of Assam,
Finance (A.P.F.) Department, Dispur, Gauhati – 6.

To : Secretaries of all Administrative Departments/ Heads
of Departments.

Subject : Grant of pension, gratuity etc., to the non-Government
employees absorbed in Government Service.

Reference :— This Department letter No. FM. 210/75/3 date
22-9-75 (copy enclosed for ready reference) and
subsequent reminders thereto (1) FM. 210/75/4 date
15-11-75 (2) FM. 210/75/31 date 22-1-75 (3) FM.
210/75/70 date 18-8-77 (4) FM. 210/75/90 date 1-
11-77 (5) FM. 210/75/125 date 19-4-78 (6) FM.
210/75/154 date 26-6-78 and (7) FM. 210/75/182
date 15-9-78.

Sir,

I am directed to invite a reference to this Department letters
cited above and to say that you were requested to furnish some
particulars as per prescribed Proforma, on the above subject to
this Department, so that the matter, may be finalised at an early
date. But unfortunately the particulars are not forthcoming from
your end despite General reminders issued from time to time since

then thereby causing unnecessary delay in finalising the matter and great hardship to such employees.

I am, therefore directed to request you kindly to look into the matter personally and ensure submission of the information as called for therein without any further delay so as to enable this Department to finalise the matter early.

Yours faithfully,
Deputy Secretary to the Government of Assam,
Finance (A.P.F.) Department

**GOVERNMENT OF ASSAM
FINANCE (A.P.F.) DEPARTMENT
PENSION BRANCH**

NO. FM. 210/75/3, dated Dispur, the 22nd September, 1975.

From :— Under Secretary to the Government of Assam, Dispur,
Gauhati-6.

To : Secretaries of All Administrative Departments/ Heads
of Departments.

Subject : Grant of pension, gratuity etc., to the non-Government
employees absorbed in Government service.

Sir,

I am, directed to say that during the last few years a large number of Non Government employees have been absorbed in Government service as a matter of public policy. It has therefore become incumbent on the part of this Department to amend the Assam Services (Pension) Rules, 1969 to provide for retirement benefits for this category of employees. A scheme has already been taken upto make the employees so absorbed eligible for the pensionary benefits admissible to the Government employees by counting the service rendered by them in the Non-Government institutions prior to absorption as qualifying for the purpose of pension (in which case the employees would have to retire at the age of superannuation as prescribed for the regular Government employees) subject to the condition that in the case of employees eligible for the benefit contributory provident fund prior to

absorption, they would be allowed the option to continue under contributory Fund Scheme.

I am, therefore, to request you kindly to let this Department know at an early date a consolidated list of total number of such employees under your Department who would come under the above scheme indicating against each :—

- (i) The period of service under the Non-Government institution.
- (ii) The date of absorption in Government service.
- (iii) The prospective date of retirement.
- (iv) Whether C.P.F. benefit was availed prior to the absorption in Government service.
- (v) Whether C.P.F. benefit is continuing or not after absorption in Government Service.

This may please be treated as 'Most Immediate'.

Yours faithfully,
Under Secretary to the Government of Assam,
Finance (A.P.F.) Department.

GOVERNMENT OF ASSAM
FINANCE (A.P.F.) DEPARTMENT
PENSION BRANCH

NO. FMP. 210/78/41, dated Dispur, the 26th August, 198

OFFICE MEMORANDUM

Subject :— Commutation of pension on retirement on superannuation medical examination not necessary.

1. The undersigned is directed to say that recently Government have taken various steps to simplify and streamline the rules and procedures with a view to expediting the sanctioning and payment of the retirement benefits to the State Government servants. As a further measure of simplification, the Governor of Assam, following the Government of India, is pleased to decide that a Government servant who applies for commutation of pension within one year of his retirement on superannuation will not be subjected to medical examination as required under the Assam Services Commutation of Pension Rules, 1965 for the purpose of payment of commuted value, subject to the limits prescribed in rules 3 and 4 of the Assam Services Commutation of Pension Rules, 1965.

2. These orders will not apply to persons retiring otherwise than on superannuation. These orders will also not cover persons retiring on superannuation who apply for commutation of pension after one year of the date of their retirement.

3. Application for commutation of pension under these orders will be made after the date of retirement and the commutation shall become absolute, that is, reduction in the amount of pension on account of commutation would become

operative from the date of receipt of the commutation value of pension by the pensioners or three months after the authority asking the pensioners to collect the commutated value of pension by the Accounts Officer, whichever is earlier. A Government servant who has applied for commutation of pension under these orders, will have no option to withdraw his application.

4. The Assam Services Commutation of Pension Rules, 1965 may be deemed to stand amended by the orders contained herein. Formal amendment will be notified in due course.

5. These orders will take effect from the date of issue of this Office Memorandum. These orders will also apply to those who have retired before the date of issue of this Office Memorandum but have not crossed the next birthday after superannuation and have not gone before a medical board.

By Order etc.,
Deputy Secretary to the Government of Assam,
Finance (A.P.F.) Department.

:: GOVERNMENT OF ASSAM ::
FINANCE (A.P.F.) DEPARTMENT
PENSION BRANCH

OFFICE MEMORANDUM

No. FMP. 48/83/40, Dated Dispur, the 10th August, 1983

Subject :— Pensionary benefit of the State Government Pensioners/ Family Pension Holders.

In pursuance of Government Resolution No. FPC. 49/82/93 dated 27-6-1983 published in the Extra ordinary issue of the Assam Gazette, dated 22-7-1983, the Governor of Assam is pleased to order as follows :

2. Calculation of emolument for Pension/death-cum-retirement gratuity.

- (i) In the case of Government servants who retired on or after 8-11-1979 but before 1-1-1981 and in whose case pension will be regulated as per revised formula mentioned in the Office Memorandum No. FMP. 109/97/48 dated 14-8-1981, the dearness allowance inclusive of additional and ad hoc dearness allowance received by them from 8-11-1979 shall count towards emolument for the purpose of pension and gratuity.
- (ii) In all cases of retirement taking place on or after 8-11-1979 the pension will be admissible at the revised formula mentioned in the Office Memorandum quoted above, provided that if the amount of pension thus calculated, in any case, because less than the amount of pension plus the relief admissible thereon as per

rules and orders that were in force prior to issue of this Office Memorandum, the pension in their case will continue to be regulated under the same rules and orders that were in force notwithstanding the provision of this Office Memorandum.

3. Enhancement of maximum limit of death-cum-retirement gratuity.

The maximum limit of gratuity is raised to 16 ½ times of emoluments subject to a maximum of Rs. 36,000/- with effect from 31st January, 1981.

4. Revision of rates of family pension :

The rates of family pension will stand revised with effect from 8-11-1979 as below :

Pay range	Rates of family pension
(a) Below Rs. 400/- p.m.	30% of pay subject to a minimum of Rs. 60% p.m. and maximum of Rs. 100/- p.m.
(b) Rs. 400/- p.m. and above and below Rs. 1200/- p.m.	15% of pay subject to a minimum of Rs. 100/- p.m. and maximum of Rs. 100/- p.m.
(c) Rs. 1200/- p.m. & above	12% of pay subject to a minimum of Rs. 160/- p.m. and maximum of Rs. 260/- p.m.

In the case of a Government employee who dies after rendering 7 years of continuous service, the existing provision under Rule 142 of the A.S. (P) Rules, 1969 will continue except that the maximum and minimum pension will be Rs. 500/- and Rs. 120/- per mensem respectively.

(ii) The dearness allowance inclusive of additional dearness allowance and ad hoc dearness allowance from 8-11-1979 to 31-12-1980 should be taken into account for computation of pay for the purpose of sanction of family pension.

(iii) In all cases of family pension taking place on or after 8-11-1979 the family pension will be admissible at the revised formula mentioned above, provided that if the amount of family pension thus calculated, in any case, becomes less than the amount of family pension plus the relief admissible thereon as per rules and orders that were in force prior to issue of this Office Memorandum, the family pension in their case will continue to be regulated under the same rules and orders that were in force notwithstanding the provision of this Office Memorandum.

5. Pension to temporary Government servant.

A temporary Government servant, who retires after rendering temporary service of not less than 20 years without being confirmed in any post, may be allowed the pensionary benefit as available to a confirmed Government servant either on attaining the age of superannuation or on his being declared to be permanently incapacitated for further Government service by the appropriate medical authority. This provision will come into force with effect from 1st September, 1982.

6. Relief to pensioners including family pensioners.

Relief to the pensioners and family pensioners will be payable at the following rates for the periods as indicated against each :

Rate of relief	Period
@ 5% of pension subject to a minimum of Rs. 5/- & maximum of Rs. 25/- p.m.	1-4-1981 to 31-7-1981.
@ 10% of pension subject to a minimum of Rs. 10/- & maximum of Rs. 50/- p.m.	1-8-1981 to 31-10-1981.
@ 15% of pension subject to a minimum of Rs. 15/- & maximum of Rs. 75/- p.m.	1-11-1981 to 31-3-1982.
@ 20% of pension subject to a minimum of Rs. 20/- & maximum of Rs. 100/- p.m.	1-4-1982 to 31-8-1982
@ 25% of pension subject to a minimum of Rs. 25/- & maximum of Rs. 125/- p.m.	1-9-1982 onward

(ii) In the case of pensioners whose pension is regulated as per rules and orders that were in force prior to issue of the Office Memorandum No. F.M.P. 109/79/48, dated 14-8-1981, the interim relief admissible to them in terms of Office Memorandum No. FMP. 145/77/106, dated 6-1-1981 will form a part of pension for the purpose of computing relief as specified above.

(iii) In the case of family pensioners whose pension is regulated as per rules and orders that were in force prior to issue of this Office Memorandum, the interim relief admissible to them in terms of Office Memorandum No. FMP. 145/77/106, dated 6-1-1981 will form a part of family pension for the purpose of computing relief as specified above.

7. The Assam Services (Pension) Rules, 1969 may be deemed to have been amended to the extent of the provisions of this O.M. Formal amendments to the Assam Services (Pension) Rules, 1969 will be issued in due course.

Financial Commissioner & Secretary
to the Govt. of Assam, Finance Dept.

:: GOVERNMENT OF ASSAM ::
FINANCE (A.P.F.) DEPARTMENT
PENSION BRANCH

OFFICE MEMORANDUM

No. FMP. 13/85/6 Dated Dispur, the 14th June, 1985.

Sub. :— GRANT OF FINANCIAL BENEFIT TO THE FAMILIES
OF GOVERNMENT SERVANTS WHO ARE KILLED IN
HARNESS WHILE DISCHARGING DUTIES

The question of adopting a uniform policy for granting financial benefits to the families of Govt. Servants who are killed in harness has been engaging the attention of the Govt. as such cases stand on a different footing deserving special consideration.

After careful consideration the Governor of Assam is pleased to order that the following ex-gratia grant may be sanctioned to the families of Gazetted and Non-Gazetted Govt. servants as detailed below, where the Govt. servant is killed while engaged in discharge of duties or for reasons connected with discharge of duties viz.

Family of	Amount of ex-gratia grant
Gazetted Govt. servant.	— Rs. 1,00,000.00 (one lakh)
Non- Gazetted Govt. servant.	— Rs. 50,000.00 (fifty thousand)

In addition to above, balance of house building advance or other kind of advance sanctioned by Govt. and remaining outstanding against the deceased Govt. servants including interest outstanding on such advances, if any, will also be written off.

The above benefit will be in addition to the benefit of gratuity etc. normally admissible under the Assam Services (Pension) Rules, 1969 or the A.S. (E.O.P.) Rules 1963, as may be applicable.

All such proposals deserving consideration shall be referred to Finance Deptt. for determination whether death was in discharge of duties or connected therewith and necessary orders shall be issued by the Administrative Deptt. concerned after consultation with respective branch of Finance Department (Finance (E.C.—II) for ex-gratia grant and Finance (A.P.F.) for write off).

The expenditure on account of ex-gratia grant will be debitable to the head of account “288-Social Security and Welfare-B-Other Social Security and Welfare Programme-5-E other programmes other Misc. Expenditure-9 grant-in-aid”. The expenditure on account of Write off of outstanding advance will be debatable to the functional major head of account according to the nature of the advance granted or to the major head of account “268 Misc. General service-8G Irrecoverable Lons written off 24 writes off/Losses” for general advances to Govt. servants. Necessary provision will have to be made where necessary under the appropriate head before issue of orders.

These orders shall come into force at once.

:: GOVERNMENT OF ASSAM ::
FINANCE (AUDIT & FUND) DEPARTMENT

OFFICE MEMORANDUM

No. FMP. 75/81/104 Dated Dispur, the 23rd April, 1987

Subject :— RESTORATION OF COMMUTED PORTION OF PENSION

1. Under the Pension Rules a pensioner is entitled to commute a part ($\frac{1}{2}$ under the old pension Rule and $\frac{1}{3}$ rd under liberalised pension rule) of his of monthly pension. Such commutation is virtually an outright sale of a portion of pension in consideration of which Govt. pay a lump sum amount under the Assam Service Commutation of Pension Rules, 1965.

2. There has however been a constant demand from Pensioners and their Association for restoration of the commuted portion of pension and to allow them original pension after specific period of years.

3. After careful consideration of hardship of pensioners the Governor of Assam is pleased to allow on humanitarian consideration restoration of commuted portion of the pension after 14 years from the date of commutation or on attaining the age of 72 years whichever is later.

4. This order will come into effect from 1-4-1987. All pensioners who have completed or will complete 14 years from the date of commutation or attain 72 years of age whichever is later, will be allowed this restoration with effect from 1st April, 1987 or from the month of following the month on which the above

condition are filled arrear of pension will be paid for any period prior to 1-4-87 event if the conditions mentioned above are fulfilled. Also commuted portion of pension once restored shall not be allowed to be commuted again.

5. State Government employees who got themselves absorbed in Public Undertakings/Autonomous bodies and have received/or opted to receive gratuity and lump sum amount in lieu of pension or has received/opted to receive commuted value for 1/3rd of pension as well as terminal benefit equal to the commuted value of the balance amount of pension left after commuting 1/3rd of pension are not entitled to any benefit under these orders as they have ceased to be State Govt. pensioners.

6. Each pensioner who is eligible as in paragraph 4 above, shall apply in the enclosed prescribed form duly completed in duplicate, to the Treasury Officers who will restore the commuted portion of the pension and make payment of full pension including arrears as due to the pensioner, provided information regarding commuted amount, date from which commutation was given effect to, date of birth, retirement etc, are available in the pension payment order.

7. If the P.P.O. does not contain information as above regarding commuted portion etc. the Treasury Officer will refer the matter to A.G., Assam for issue of necessary restoration order and date of restoration etc.

8. The Treasury Officer, will in all cases intimate to the Accountant General the full particulars of each pension case along with the amount of pension restored under para 6 for verifying the correctness.

Secretary to the Government

:: GOVERNMENT OF ASSAM ::
FINANCE (AUDIT & FUND) DEPARTMENT

OFFICE MEMORANDUM

Dated Dispur, the 22nd May, 1987

Subject :— Special family pension for Government servant killed while on duty.

No. EMP. 40/85/24. In terms of this Deptt's Office Memorandum No. FMP. 40/85/7, dated 26-8-85 the special family pension, where there is no surviving widow/ widower, minor sons, unmarried daughters below the age of 21 years, may be granted to the parents/ minor brothers or unmarried sisters below the age of 21 years if such member was actually dependent on the deceased Government servant. It is therefore clarified that where the deceased officer had left no widow/ widower, or minor sons or unmarried daughter below the age of 21 years and the claim is from any of the parents, or minor brother or unmarried sister, the applicant shall also furnish a reasonable proof that he/she was actually dependent on the deceased officer. The Head of office before forwarding the case to the Administrative Deptt., shall verify the statement of dependency and if satisfied, certify that the parent/minor brother/sister was dependent on the deceased.

If the certificate of the Head of Department is accepted by the administrative Department the formal sanctioning order for family pension should specifically mention the same in the order.

The application form for special family pension under the O.M. referred to (No. FMP. 40/85/7, dated 26-8-1985) is enclosed.

Deputy Secretary to the Government of Assam
Finance (A.F.) Department.

The 10th January, 1989
OFFICE MEMORANDUM

Subject :— Endorsement of pension entitlement, in the pension payment of Living pensioners.

No. PPG (P) 86/88/9. — Consequent on the grant of Family Pension to the families of Government employees who retired or died before 1st January, 1964 or are otherwise not covered by the Family Pension Scheme, 1964 including those who were in service on 1st January, 1964 but opted not to be covered by the Family Pension Scheme, 1964 vide Finance Department O.M. No. FMP. 45/85/139, dated 26th May, 1987 and with a view to facilitate updating of entries relating to family pension on the PPOs of all pensioners falling in two categories mentioned above, it has been decided that the following action may be taken:—

1. (i) All Pension Disbursing Authorities shall obtain applications in the form enclosed in duplicate and completed in all respects alongwith prescribed enclosures mentioned therein from all living pensioners who retired from Service prior to 1st January, 1964 and refer the same to the Accounts Officer who had issued the PPO,

- (ii) The Accounts Officer shall —
- (a) in respect of Pre—1st January, 1964 retirees, the applications to the concerned Head of Office for indicating the amount of family pension in the case and particulars of members of family to whom the same will be payable on the death of the pensioner on receipt of the details from the Head of Office the Accounts Officer shall convey the same to the Pension Disbursing Authority for being noted on the PPO:
- (b) in the case of pensioners who retired between 1st January, 1964 and 1964 and 31st December, 1972, the Accounts Officers shall work out the revised family pension with reference to pension records already available with them and convey the same to the Pension Disbursing Authority for being noted on the PPO.

2. If there are any instances of Pensioners retiring on or after 1st January, 1973 in whose cases the family pension has not been noted on the PPO; the procedure laid down in para 1 above will be followed.

Secretary to the Government of Assam,
Pension and Public Grievances Department.

**FORM OF APPLICATION TO BE SUBMITTED BY
PENSIONERS RETIRED BEFORE 1ST JANUARY, 1964**

(TO BE SUBMITTED IN DUPLICATE)

Joint Photograph of
Husband and Wife
duly attested

Sub :— Endorsement of entitlement of family pension in the
P.P.Os. of living Pensioners.

Sir,

I hereby apply for endorsement of entitlement of family
pension in the PPO.

Requisite particulars are given below :—

1. Name and full address of Pensioners :
2. Father's / Husband's name :
3. Date of Retirement :
4. (i) PPO/PC No. and date
(ii) Particulars of Accounts Officer who issued the PPO :
5. Particulars of Pension Disbursing Authority :—
 - (i) Station :
 - (ii) Treasury :

(iii) Bank Branch with full Address and S.B. A/C number

6. Post held and pay drawn at the time of retirement :

(i) Department/Office

(ii) Designation

(iii) Basic pay drawn :

(iv) Scale of pay of the post :

7. Family pension from other source :—

- (a) Whether a family pension already sanctioned by any other Pension Sanctioning Authority and if so, the name of the Pension Sanctioning Authority PPO. No. and the particulars of the pension disbursing authority ?
- (b) Whether family is eligible for family pension from any other source and if so, the authority who will sanction the pension ?
- (c) In case the family pension is sanctioned or is eligible for family pension from any other source, an option to receive family pension for the spell of Service for which the pension has been sanctioned vide PPO/ PC No. quoted above, foregoing family pension admissible from any other source should be enclosed.

8. Details of family in terms of pension Rules, eligible for family pension:

9.

Sl. No.	Name(s) and addresses of members of family	Relationship with the Pensioners	'Date of Marriage' (for spouse)	Marital in case of daughters	Date of birth (for children only)
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10. Please attach : —

Attested joint photograph of Shri/Smt. in triplicate.

Applicable in the case of pensioner and spouse only. Photographs will not be needed if the spouse is not living.

Signature or left hand thumb impression of the pensioner (in case of female right thumb)
Signature.

11. Attested by : —

Full Address

Signature

12. Name :—

(1)

(2)

13. Witnesses :—

(1)

(2)

Attestation can be done by any Gazetted Officer, Pensioner Disbursing Officer such as Manager of the Bank etc. Record Officer, Head of Officer of retired official, Village sarpanch.

To be furnished if the applicant is illiterate and cannot signature his/her name.

No. PPO (P) 43/88/23, dated 14-3-1989¹.— The Governor of Assam is, as a special case, pleased to extend the benefit of the provisional family pension as envisaged in para 5 of Finance Deptt's O.M. No. FMP 4/86/23, dated 26th May 1987 in respect of the families of the deceased teaching and non-teaching staff of all provincialised schools for a period upto 26th January, 1990 with effect from 26th May, 1987.

This extension of the benefit of provisional family pension is, however, without any prejudice to the other instructions of the O.M. INo. FMP. 4/86/23, dated 26th May, 1987 and subject to the condition that they are otherwise eligible for family pension as per pension rules and orders as may be applicable.

Commissioner & Secretary to the Govt. of Assam,
Pension and Public Grievances Department

Subject :— Special Family Pension for the State Government Employees killed in discharge of duties or in connection with discharge of the duties-clarification thereon.

No. FMP. 40/85/76, dated 13-3-1989².— A reference is invited to this Department's Office Memorandum No. FMP. 40/85/7, dated 26th August, 1985 on the subject noted above, according to which special family pension at the rate of full monthly salary including increments, dearness allowances at the rate of full monthly salary including increments, dearness allowances and all over allowances as was admissible to the deceased Government employee who is killed while engaged in discharge of his duties for reasons connected with discharge of his duties was admissible. However, the word "killed" having not been defined clearly in the aforesaid O.M., a number of cases of death due to Motor accident/other accident/drowning have been referred to Finance Department for sanction of Special Family Pension in terms of the aforesaid O.M.

<p>1. Published in Assam Gazette, Pt. II A, dated 17-5-89, p. 528. Published in Assam Gazette, Pt. II A, dated 3-5-89, p. 439.</p>
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2. It is now clarified that cases of death, injury, disablement caused due to accident or otherwise are covered by the Assam Services (Extraordinary) Pension Rules, 196 and are therefore not

entitled to special family pension in terms of the aforesaid O.M. Only the families of Government servants who die, while performing duties or in connection with discharge of duties, as a result of attack by extremists, anti-social elements etc. or during action against dacoits, smugglers, hostiles or other anti-social elements will be entitled to the Special Family Pension in terms of the O. M. No. FMP. 40/85/7, dated 26th Aug. 1985.

3. Similarly the Ex-Gratia grants @ Rs. 1,00,000.00 for Gazetted Government servants and Rs. 50,000 for Non-Gazetted Government servant in terms of Finance Department O.M. No. FMP. 13/85/6, dated 14th June 1985 will be admissible in respect of families of Government servants killed in the manner mentioned in para 2 above.

Financial Commissioner & Secretary
to the Government of Assam,
Finance (A & F) Deptt.

Subject :— Simplified payment of relief to pensioners.

No. FMP. 5/89/3, dated 7-3-1989.¹ —In pursuance of Govt. Resolution No. FPC. 42/82/93, dated 27th June, 1986 published in the Assam Gazette (Extraordinary) dated 22nd July, 1983, the Govt. accord sanction of relief to its pensioners including family pensioners from time to time. Such relief is at present drawn by the pensioners/family pensioners on issue on drawal authority by the Accountant General. This procedure cause delay in receipt of the benefit by the pensioners. To mitigate the inconvenience of the pensioners/ family pensioners, the Governor

of Assam is pleased to order that henceforth, no authority will be required from Accountant General for drawal of relief by pensioners/ family pensioners. The Treasury Officers will allow drawal of the relief on receipt of the Govt. sanction on the basis of calculation of additional entitlement appended to the sanctioning letter.

The present procedure of drawal of relief by pensioners/family pensioner drawing pensions from a Treasury outside Assam will continue. This order shall come into force with immediate effect.

The relevant provision in the Assam Treasury Rules and Subsidiary Orders stands amended to the extent aforesaid.

Commissioner & Secretary
to the Government of Assam,
Finance Department.

Published in Assam Gazette, Pt. II-A, dated 3-5-89, p.439

Sub. : — Change in the term “Emoluments” for the calculation of Pension/Gratuity.

No. FMP. 7/89/3, dated 1-7-1989¹.— The kinds of pay to be counted as emoluments for the purpose of calculation of pension have been defined in Government O.M. No. FMP. 14/71/59, dated 6th November, 1971.

In Government O.M. No. FEG. 79/85/37, 23rd February, 1989, stagnation increment has been defined as “Personal pay”.

It is hereby clarified that the stagnation increment, through in the nature of personal pay, shall not be taken into account towards emoluments for the purpose of calculating Pension/ Gratuity.

Joint Secy. to the Govt. of Assam,
Finance(A & F) Deptt.

Notification No. 1-MP. 21/82/369, dated 27-6-1981². – Government of Assam have been considering for some time past measures for simplifying the procedure for payment of pension to their pensioners. Accordingly, Government have now, like Government of India and some other State Governments and in consultation with Government of India, Ministry of Finance, Reserve Bank of India and Accountant General, Assam adopted a Scheme as at Annexure-A viz. “The Scheme for Payment of Pension of Assam Government Pensioners through Public Sector Banks”, State Government have also selected 6 Nos. of Public Sector Banks viz. (1) State Bank of India (2) UCO Bank (3) United Bank of India (4) Punjab National Bank (5) Central Bank of India (6) Allahabad Bank, for purpose of the scheme.

2. The scheme has been made optional. The pensioner will have the option to draw his pension either through any branch of the above mentioned 6 Nos. of Public Sector Bank or may continue to draw pension as per present procedure through Treasuries/ Sub-treasuries.

3. The Scheme will cover all pensioners of the Government of Assam including Family pensioners. The scheme will also cover A.I.S. personnel of the Assam Cadre retired/ retiring from a post under the Government of Assam.

4. The scheme will come into force with effect from 1-9-1988 i.e. pension for the month of September, 1988 can be drawn from Public Sector Banks under this scheme.

5. The relevant provisions regarding pension payments in the Treasury Rules and Subsidiary Orders are deemed to have been amended to the extent as mentioned in the scheme.

<p>1. Published in Assam Gazette, Pt. II-A, dated 1-4-89. Published in Assam Gazette, Pt. II-A, dated 20-7-1988.</p>
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ANNEXURE - A
THE SCHEME FOR PAYMENT OF PENSION OF ASSAM
GOVERNMENT PENSIONERS THROUGH
PUBLIC SECTOR BANKS

INTRODUCTION

The Government of Assam in the line of Government of India propose to introduce simplified procedure for payment of pension through Public Sector Banks to the State Government Pensioners and for this purpose of 6. Nos. of Nationalised Banks have been selected. These are (1) State Bank of India (2) UCO Bank (3) United Bank of India (4) Punjab National Bank (5) Central Bank of India and (6) Allahabad Bank. As per the Scheme the existing pensioners who are drawing pension as per present procedure i.e. pension bills are to be submitted to the Treasuries and then the Treasury Officer is to check the bill with the P.P.O. half and pass it to the Bank for payment, will be given an option to continue to draw their pension from the Treasury or to draw pension from the specified Bank which is convenient to the pensioners. Accordingly a Scheme as detailed below is introduced.

THE SCHEME

1.1. The Scheme for payment of pension of Assam Government pensioners through Public Sector Banks will extend to the whole State of Assam and shall come into force with effect from 1st September, 1988 and will cover all pensioners of the Government of Assam and holders of Family Pension of this State Government. The Scheme will also cover All India Service Officers of Assam Cadre retired/ retiring from a post under the Government of Assam.

1.2. The Government of Assam may on the request of the Government of any other State/ Union Territory where also a similar Scheme of payments of such pensions through Public Sector Banks is in force, permit by a specific order issued in this regard for drawal of such pension in respect of their pensioners through Public Sector Banks within this State. The payment of pension in such cases would likewise be admissible only through the Public Sector Bank which are selected under this Scheme. The procedure to be observed in connection with the switch over of payment from the Treasury to the bank and payment by the banks, in such cases, will be also the same as prescribed under this Scheme.

2. The existing pensioners who are drawing their pension from the Treasuries, will be allowed to give an option to draw their pension from the Treasury or to draw pension from any branch of Public Sector Bank selected for the purpose. All future pensioners will like-wise have the choice to draw their pension from a Treasury or from any branch of Public Sector Bank selected for the purpose. Unless otherwise specified, payment of death-cum-retirement gratuity is not covered under the Scheme.

3.1. The pensioners already drawing pensions from Treasuries/ Sub-Treasuries desirous of having payments made to them by a nominated Public Sector Bank will apply in a letter in the Form as in Annexure-1 in duplicate for this changeover, to the Treasury/Sub-Treasury from whom they are receiving their pension. Such pensioners are required to indicate the name of the Public Sector Bank Branch through which he/she desires to draw the pension and also give the Savings/Current Account Number in his/her own name, in application form at Annexure-I.

3.2. In such cases however, in their own interest, the pensioners should first draw pension which has already fallen due from the Treasury, Sub-Treasury before applying for the transfer of their pension papers to the Public Sector Bank.

Note.— Transfer applications received in duplicate at a Sub-Treasury shall be forwarded immediately by the Sub-Treasury Officer to the District Treasury Officer along with the copies of the disburser's halves of the P.P.O. (duly authenticated and written upto date) after keeping necessary note thereof in his records Action will also be taken by him to up date the entries of payment made in the pensioner's portion of the P.P.Os., if not done already before the transfer applications are sent to the treasuries.

3.3. Future pensioners will indicate their option in the application for pension.

4.1. Pension in respect of a pensioner who chooses to draw his/her pension through selected Public Sector Bank Branch will be paid by credit to his/her savings/current account at that Public Sector Bank Branch. The net amount of the pension will be credited to the pensioner's account on the last working day of the month to which the pension relates except the pension for the month of March which shall be credited on or after the first working day of April. If for any exceptional reasons the pension could not be credited on the last working day, it must be ensured that it is credited as soon as possible thereafter, and in any case not later than seventh of the month following the month for which pension is due.

Note.— The working day shall mean the day on which the concerned paying branch of the bank is open for transacting its ordinary business.

4.2. In no case pension of the pensioner who chooses to draw his/her pension through selected Public Sector Bank Branch, shall be paid in cash or through “Joint” or an “either or survivor” account. The account cannot also be allowed to be operated by a Power of Attorney holder.

5.1. Initial action by Public Sector Banks.— The Public Sector Banks will immediately nominate a link branch at the headquarter of each district for supervising and co-ordinating the work connected with the disbursement and accounting of pension payments by their various branches in the district including that of obtaining re-imbusement of the payments made from the bank conducting cash business of the treasuries. The name and address of the link branch shall be communicated to the District Treasury Officer concerned and also to the accountant General Assam together with a complete list of their paying branches in the district and their addresses.

5.2. In case the nominated Public Sector Bank does not have a branch at any district headquarters, its branch nearest to that district headquarter, may be nominated as the link branch.

5.3. The Public Sector Banks shall indemnify the Government of Assam against any wrong payment or over-payment which may be made to the pensioners, by executing an indemnity bond in the prescribed form as given in Annexure-VII.

Initial action by Treasury.

6.1. On receipt of information regarding the Public Sector Banks' link branch and other branches, vide paragraph 5 above, the District Treasury Officer will send a copy of the Special Seal of the Treasury together with his specimen signature (countersigned by the Manager/Agent of the bank conducting cash business of the Treasury at the Centre) to the Manager/Agent of the link branch of each Public Sector Bank by name, under registered cover.

6.2. The Treasuries and Sub-Treasuries will take immediate action for renewal of the disburser's half of the P.P.O. of State Government Pensioners under their payment, wherever such P.P.Os. are torn or mutilated.

Transfer of P.P.Os by District Treasury to Link Branch.

7.1 On receipt of transfer application from the pensioner directly or through the Sub-Treasury from which pension was being drawn vide para 3.1 and note thereunder, the District Treasury Officer will arrange to send under his special seal, the disburser's half of the pension payment order (PPO) duly completed in all respect including the photograph, Specimen Signature and descriptive role and last copy (Original) of the application to the link branch of Public Sector Bank concerned under intimation to the Accountant General, Assam. The month upto which pension was paid by the Treasury Officer and from which pension payment is to be arranged by the Public Sector Bank will also be clearly indicated. The documents will be sent to the Public Sector bank link branch by messenger or under registered cover with acknowledgment due, the receipt of which will be watched through the Register of P.P.Os. issued or otherwise. Simultaneously the pensioner will be advised to approach the Public Sector Bank

Branch specified in his application for receiving future pension payments. The duplicate copy of the application may be retained in the Treasury.

7.2 In respect of new pensioners, the Accountant General, Assam while issuing the P.P.O. to the Treasury Officer will also mention on the P.P.O. itself the particular branch of the Public Sector Bank from which the pensioner has opted to draw pension in case he/she had desired to draw the pension from a Public Sector Bank branch. In such cases, the Treasury Officer will forward both the halves of the P.P.O. to the link branch of that Public Sector Bank.

7.3 Each Treasury will maintain a record in the Form in Annexure-IX to this scheme of all the P.P.Os. transferred by it to the link branches of various Public Sector Banks, in separate bank-wise registers wherein separate folios will be set apart for their different paying branches.

Note.—The term ‘Treasury Officer’ as used in this paragraph means the District Treasury Officer.

**Transmission of P. P. Os. by link branch to paying branch of
the
Public Sector Bank.**

8.1 The Public Sector Bank will maintain at the nominated link branch a register in the form prescribe in Annexure-II to serve as a consolidated record of the P. P. Os. received by it from the Treasury for arranging payments there against at its specified paying branches.

8.2 The link branch will verify the special seal and signature of the Treasury Officer forwarding the disburser's half//both the halves of the P.P.O. with the special seal and specimen signature on record with the link branch.

8.3 The disburser's half/both the halves of the P.P.O. and any other documents received from the Treasury Officer (i.e. first copy of the application submitted by the pensioner for drawing pension through Public Sector Bank) will thereafter be forwarded by the link branch to the branch selected by the pensioner for drawing pension hereafter referred to as the "Paying Branch", within 3 days after keeping records in the manner specified in para 8.1. The link branch will also simultaneously inform the pensioner with instructions to contact the paying branch for getting payments of pension.

Functions of paying branch.

9.1 On receipt of documents from the link branch, as indicated above, and before commencing payment of pension, the paying branch will :

- (i) immediately address the Pensioner through a letter in the form as in Annexure-X advising him/her to appear at the branch alongwith the document mentioned therein for the purpose of identification.
- (ii) obtain an undertaking as prescribed in Annexure-VIII from the pensioner that excess payment credited to his/her account, due to delay in receipt of any material information or any bona fide error, can be recovered by the bank. Such undertaking is not required to be stamped, and

- (iii) obtain in the case of a new pensioner, specimen signature or thumb impression, as the case may be in the space provided for the purpose in the disburser's portion of the P.P.O. and hand over pensioner's portion of the P.P.O. to him /her.

Process of identification

9.2 (2) On the first appearance of a pensioner at the paying branch, the Officer-in-charge/Branch Manager or the designated officer of the bank will satisfy himself about the identity of a pensioners by ensuring that :

- (i) the new pensioner has produced his/her personal copy of the intimation received directly from the authority issuing the P.P.O.;
- (ii) the personal identification marks, if any, on the face or/and hand of the pensioner given in the disburser's portion of the P.P.O. have been checked;
- (iii) the pensioner bears a close resemblance with his/her photograph as affixed on the disburser's portion of his/her P.P.O.

Note 1.— Such personal identification of the pensioner will be only for the first payment of pension at the paying branch. In case of temporary inability to appear in person in consequence of bodily illness or infirmity, the verification may be carried out as mentioned in para 9.2 (i), (ii) and (iii) above as soon as the pensioner recovers from the illness.

Note 2.— However, as persons who are in receipt of family pension granted under **A.S. (E.O.P.) Rules 1963** or under **Family Pension Scheme, 1954** or persons holding **Government title** or any other persons specifically exempted for the purpose are not required to produce a photograph for being pasted on their P.P.Os., this requirement is to be treated as exempted in their cases;

- (iv) the pensioner's specimen signatures or thumb and finger impression as the case may be, to be obtained by him in the space provided for the purpose in the disburser's portion of his/her P.P.O., agree with his/her attested signature or thumb and finger impressions received with the P. P. Os.
- (v) in case where it is not possible to comply with the requirement at (iv) above due to the pensioner being handicapped, his/her identity may be verified with reference to (i) to (iii) above.

In a rare case where the photograph is not affixed or missing from the disburser's portion, the paying branch will, in due course, obtain a new photograph (Which can be attested by any Officer of the R.B.I. or a P.S.B.) of the pensioner who has to be properly identified for the purpose and complete the disburser's portion.

9.3 No bill will be required to be submitted by a pensioner/family pension holder for receiving his/her pension through selected Public Sector Bank. The payment of monthly pension including relief and medical allowances, after deduction of tax (vide sub-para 4 below) will be made by credit to the saving/current account of the pensioner, every payment made will be entered on the Disburser's half of his P.P.O. and each such

entry will be authenticated by the authorised Officer of the paying branch.

9.4 The paying branch will be responsible for deduction of income tax at source from the pension payment in accordance with the dates prescribed from time to time by the Central Government under the Income Tax Act. In cases of pensioner form whose pension income tax has been so deducted the paying branch will issue to the pensioner in April each year, a certificate of tax deducted in the form prescribed in the Income Tax Rules. The paying branch will maintain a detailed record of pension payments made by it from time to time in the form prescribed in Annexure IV.

9.5 The paying branch of each Public Sector Bank will prepare scrolls in the form prescribed in Annexure-IV in quadruplicate except where the paying and link branch happens to be same, in which case it will be prepared it triplicate. One copy of the scrolls will be retained by the paying branch for its own record and the remaining copies will be sent by it along with the advice of pension payment made by it the (certificate of payment being recorded on the advice itself) and the documents mentioned in paragraph 14 to its link branch by 10th of the subsequent month to which the pension relates.

9.6 The payment of pensions of other State/Union Territory Government as permitted *vide* paragraph 1.2 at the paying branches of the Public Sector Banks within the State will be distinctly shown in their scrolls against the respective State/Union Territory Government to whom the payment is debitable the amount debitable to each State /Union Territory Government being shown separately in each separate part of the scrolls.

Functions of the Link branch for obtaining re-imburement of payment made

10.1 On receipt of payment advices and three copies of the scrolls along with the necessary supporting documents from all the paying branches in the district, the Link Branch will send, by the 15th of each month, two copies of the scrolls and the supporting documents along with the summary sheet, to the State Bank of India or any other nationalised bank transacting Government business at the district headquarters. The triplicate copy of the scrolls and the payment advices received from the paying branches will be retained by the Link Branch.

Re-imburement to Public Sector Banks and subsequent action

11.1 on receipt of the scrolls etc. from the Public Sector Bank link branch, the bank conducting the cash business of the treasury shall check the scrolls, to ensure that it is complete in all respects and is accompanied by the relevant certificates in respect of each payment included therein. Thereafter, the net amount of pensions including the payments made in respect of other State/Union Territory Government pensioners disbursed by the Public Sector Bank will be re-imbursed to the Public Sector Bank by debit to the State Government Account. A copy of debit advice together with both the copies of the scrolls and other supporting documents received from the link branch will be sent by the bank conducting cash business of District Treasury to the District Treasury Officer.

11.2 The paying/ reimbursing banks shall ensure that no excess reimbursement is claimed/made. However, if excess reimbursement is made to the paying bank, due to any reason and amount involved is less than Rs. 1,000/- the same may be

adjusted through the pension payment scroll of the succeeding month, by the paying bank putting in a short claim to the extent of the excess amount involved, with suitable remarks therefore. Where, however, the amount excess reimbursed is Rs. 1,000/- or more, the reimbursing bank may prepare immediately an error for that amount for crediting the excess to Government account, and recovering the same from the bank to which excess reimbursement had been made.

Note.— In respect of payments of commuted value of pension, and arrears of pension exceeding Rs. 5,000/- each, the paying branch may submit special scroll, relating to such payments and obtain reimbursement through the prescribed channel as and when these payments take place. These scrolls etc. will, however, be forwarded by the reimbursing banks to the Treasury Officers concerned along with the regular pension payment scrolls once in a month.

12. The Treasury Officer will check the correctness of the totals and thereafter incorporate the transactions in his accounts to be submitted to the Accountant General along with the original copy of the scrolls and related documents. The duplicate copy of the scroll will be retained in the Treasury for its records.

13.1 The Treasury Officer will be responsible for accounting of gross pensions and deductions towards income-tax while rendering the treasury accounts to the Accountant General. On receipt of the treasury accounts the Accountant General will adjust the transaction in usual manner.

13.2 The Accountant General will also obtain reimbursement of the amounts debitable to the other State/Union

Territory Governments initially taken against the balance of the State Government through the concerned Accountant General/Principal Accounts Officer in the usual manner.

Certificates to be furnished by the Pensioners

14.1 Life Certificate, the Pensioner would be required to furnish a life certificate once a year in the month of November in the form prescribed in Annexure-III-I Officers of the Reserve Bank of India and of the Public Sector Banks are authorised to give life certificates for this purpose.

In case a pensioner is unable to obtain life certificate from an authorised public sector bank officer on account of serious illness, incapacitation etc. an intimation to this effect supported by Medical certificate from a registered medical practitioner about his/her inability to appear in person may be sent by him/her to the Officer-in-charge of the paying branch, so that the latter may nominate an officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.

Nom-Employment/Re-employment Certificate

14.2 The pensioner would be required to furnish a non-employment or an employment/reemployment certificate in a Department officer, Corporation, Undertaking, autonomous body of Central or State Government or Union Territory or local fund half yearly i.e., in the month of May and November each year in the form prescribed in Annexure-III-II (i). In the case of a pensioner who declares about his employment/ re-employment with emoluments which include D.A., A.D.A., etc. provision of para 16.5 should be enforced.

14.3 A pensioner who held a Gazetted post under the Government of Assam before retirement is also required to furnish a declaration in May and November, each year in the form prescribed in Annexure-III-II (ii) and (iii) about acceptance/non-acceptance of commercial employment within two years from the date of his/her retirement and also about acceptance/non-acceptance of any employment under any Government outside India.

14.4 If commercial employment has been accepted within two years from the date of retirement without obtaining Government approval, or any of the conditions attached thereto by the Government while according approval, has been violated at any time within two years from date of retirement, or if employment under any Government outside India or under an international organisation of which Government of India is not a member has been accepted the paying branch on the basis of the declaration furnished by the pensioner, will seek orders of the Government through the Treasury Officer before making further pension payments.

Non-marriage/Non-Re-marriage Certificate

14.5 In case of widow recipients of family pension, the certificate of non-re-marriage will not be necessary. An undertaking only will be obtained from the widow at the time of commencement of pension to the effect that she will report such an event to the pension disbursing Officer promptly. The undertakings will be obtained in the form given in Annexure- III-(III).

14.6 In the case of other recipients of family pension (widower or an un-married daughter), the certificate of non-re-marriage non-marriage in the form prescribed in Annexure-III-(III)

is required to be furnished by the recipient once in a year to the disbursing Officer concerned. This certificate should be furnished not later than the 15th November of each year.

Transfer of Pensions

15.1 Application for transfer of pensions may fall under any of the following categories :—

- (i) transfer from one paying branch to another of the same Public Sector Bank at the same Station or in the same district.

OR

- (ii) transfer from one Public Sector Bank to another at the same Station (such transfer to be allowed once in a financial year).

OR

- (iii) transfer from Station in one district to another Station in another district.

- (iv) Transfer of pension cases from one Public Sector Bank to another Public Sector Branch in the same district.

- (v) 15.2 Request falling under category (i) above may be entertained by the Public Sector Bank itself. The paying branch will indicate, on the disburser's portion of the P.P.O. the month up to which the payment has been made and will thereafter return the disburser's portion of the P.P.O. to the link branch. On receipt, the

link branch will make necessary entries in the register maintained by it in the form in Annexure-II and forward the P.P.O. (Disburser's portion) to the other paying branch, under intimation to the district treasury, for making future pension payments.

15.3 In the cases falling under (ii), (iii) and (iv) above, the paying branch will return, through its link branch, both the portions of the P.P.O. to the District Treasury Officer indicating the month upto which pension payment has been made. On receipt, the District Treasury Officer will take necessary action for payment of the pension at a branch of a Public Sector Bank or the Treasury/ Sub-Treasury as per pensioner's request in terms of these orders or Rules 219 and 220 of the Assam Services (Pension) Rules, 1969 as the case may be.

15.4 To avoid the risk of overpayment at the time of transfer, the following certificate may be recorded on the P.P.O. by the paying branch of the Public Sector Bank duly authenticated by the Bank Officer :

“Certified that payment of pension upto the month.....
has been made and that this P.P.O. consists of
..... for recording disbursement”.

15.5 Except as provided for above, the transfer of a pension from one payment point to another will not ordinarily be permitted.

Payment of relief and medical allowance to pensioners

16.1 Whenever any additional relief and medical allowance on pensions is sanctioned, the Government will clarify the method of calculating the additional entitlement of the pensioner on this

account and supply, the required number of copies (to be intimated in advance), of the sanction orders to local Head Officer/Regional Office at Guwahati will authorise its paying branches, through the link branch, to undertake calculation of additional relief and medical allowance due to each State Pensioner under its payment within 10 days, time. On receipt, the paying branch will promptly determine the additional entitlement due in each case. The calculation of these additional entitlement would be made as in Annexure VI. The additional entitlement will be noted in disburser's portion of the P. P. Os. along with date(s) from which relief and medical allowance would take effect, under attestation by the Branch Manager or Incharge before commencing payment of relief/and medical allowance at the revised rates and/or payment of arrears, if any, due to the pensioner on this account. A copy of the Government's instruction regarding sanction of additional relief and an additional medical allowance will also be forwarded to Reserve Bank of India for their information and record.

16.2 The Statement showing the calculations of the revised entitlement (Annexure-VI) will be prepared in quadruplicate. The first three copies thereof will be sent by the paying branch to concerned Treasury Officer, through the link branch for verification and return, the fourth copy being retained by it as an Office copy. The Treasury Officer, will immediately check the statement and where necessary, indicate in all copies the correct entitlement on account of additional relief in the "Remarks" column of the Statement under his attestation; within two weeks of the receipt of the Statement by him, the Treasury Officer will return the original copy of the Statement, duly checked and attested by him, to the paying branch through the link branch, send the duplicate to the Accountant General and keep the triplicate for his record. The link branch will amend its records on the basis of the checked Statement and return the original

Statement to the paying branch which will amend its records and correct the entitlement already entered by it on the P.P.O. wherever necessary, and take immediate steps to adjust over under payments already made to the pensioners, if any.

16.3 Wherever a paying branch is unable to follow the procedure prescribed in paragraph 16.1 and 16.2 above, it will prepare immediately a statement in triplicate covering all the State pensioners under its payment in the same form as in Annexure-VI but leaving blank column 8 and 9 thereof, and send all copies thereof immediately to the Treasury Officer through the link branch. The Treasury Officer will immediately check the statement and fill in columns 8 and 9 in all copies under his attestation and will, within two weeks, return the original to the paying branch through the link branch, send the duplicate to the Accountant General keeping the triplicate for his record. The link branch will transmit the original to the paying branch after amending its own records as necessary. On return of the original the paying branch will enter the indicated entitlements on the P. P. Os. (disburser's portion) under the attestation of the branch manager or in-charge and proceed with the payment of the enhanced entitlement to each pensioner including arrears on that account, if any.

16.4 The enhanced entitlement on account of sanctioned relief/ad hoc relief and its effective date maybe entered by the paying branch on the pensioner's portion of the P.P.O., only after the same is verified/intimated by the Treasury Officer.

16.5 In the case of pensioners who were/are re-employed in a Department/ Office Corporation autonomous body, statutory body, undertaking or local fund, payment of the relief and medical allowance will remain suspended with effect from the date of re-employment during the period of re-employment. In case of those

re-employed on or after the said date, the payment of relief and medical allowance will be suspended from the date of re-employment. After the spell of re-employment/ ceases the payment of relief and medical allowance will be resumed by the Bank.

16.6 Each link branch will be responsible for ensuring that:

- (a) Copies of orders sanctioning additional relief and medical allowance have actually been received by the paying branches.
- (b) Payment of additional relief and medical allowance at the revised rate to the pensioners has been commenced by them without any undue delay; and
- (c) Cases in which the verification or intimation of entitlement of relief at the revised rate has been delayed for more than one month are taken up with the treasury officers.

Commutation of pension

17.1 In the case of commutation of pension, in payment through Public Sector Bank, being sanctioned, the Treasury Officer will on receipt of the authority letter from the Accountant General, authorising the commuted value of pension and indicating the revised rate of pension payable after commutation forwarded it by an endorsement under his special seal and signature, to the paying branch through the link branch of the Public Sector Bank for arranging payments, and the paying branch, on receipt of the same, will ;

- (a) arrange immediate paying of the amount payable by crediting the same to the account opened by the pensioners payment of pension under intimation to the pensioner and indicate in the related payment scroll against this item of payment the number and date of the letter of authority of Account General and endorsement of Treasury Officer.

- (b) enter the date of commutation, i.e. the date on which the amount of commuted valued of pension has actually been credited to the pensioner's account, the reduced amount of pension and the date from which the reduced pension is payable i.e. the date on which the lump sum amount has actually been credited to the pensioner's account, in the disburser's portion of the P.P.O. (As well as in the pensioner's portion of the P.P.O. at the earliest opportunity) under its attestation quoting the number and date of the latter endorsement from the Accountant General Treasury Officer as authority for the payment.

- (c) Intimate to the Accountant General (through the link branch/treasury), the date on which the payment of commuted portion of pension is credited to the pensioner's account and the date from which the payment of reduced pension has commenced, be the date on which the lump sum amount of commutation has actually been credited to the pensioner's account. The link branch as well as treasury will also make appropriate entries in its record i.e., Index Register etc. on the basis of such intimation.

17.2 For the purpose obtaining re-imburement etc., the payment made will be included in the relevant payment scroll and the relevant entry will be authenticated quoting in the 'remarks' column of the scroll, the number and date of the letter/endorsement from the Accountant General/Treasury Officer as authority for payment.

Note. — Please also see Note below para 11

Arrears of pension on the death of pensioner and manner of disposal of the relevant P.P.O.

18.1 Pension shall be drawn for the day of the pensioner's death irrespective of the time of death. On receipt of a death certificate in respect of the pensioner, the paying branch will work-out the amount of arrears due to deceased or over-payments, if any, made to him. It will take action immediately to recover the over-payment from the deceased's account in terms of the undertaking obtained by the paying bank Branch from the pensioner at the time of commencement of pension as provided in para 9.1 (ii). Payment of arrears will be made to the heir(s) of the deceased pensioner if the deceased pensioner had not submitted any nomination under the payment of Arrears of pension (Nomination) Rules, 1987. In case a valid nomination by the deceased pensioner exists payment will be made to the nominee in accordance with the nomination. However, for payment of arrears to the heir(s) of the deceased pensioner, the Public Sector Bank will seek instruction of the Accountant General, through the Treasury furnishing information regarding the date of pensioner's death, amount of arrears due in respect of the deceased pensioner and particulars of claimant(s) claiming payment, and the authority, if any, on which their claim is based.

18.2 For payment of arrears to the nominee, he/she will be asked to apply for the same to the paying branch along with the pensioner's half of the P.P.O. and a receipt (duly stamped where necessary) for the amount, setting forth the period of arrears. The paying branch after verifying the fact that the payment is actually due to the deceased pensioner, and also the particulars of the nominee as given in the nomination, will make payment by a Bank Pay Order and make a suitable note on both the halves of the P.P.O. The receipt of the nominee will be enclosed by the paying branch with the relevant payment scrolls while claiming reimbursement to the link branch.

18.3 The paying branch will enter the date of death of the pensioner in the disburser's portion of the P.P.O. as well as the pensioner's portion and in the register as in Annexure-IV. The Pensioner's half of the P.P.O. will then be returned to the nominee if family pension stands also authorised through the same P.P.O. otherwise, it will be returned to the link branch along with the disburser's half for onwards transmission to the Treasury Officer. The latter will up-date its record and transmit the P.P.O. (both halves) to the Accountant General, who had issued, the P.P.O. for similar action and record.

Note. — The provision of this rule will apply mutatis mutandis to cases where the family pension ceases to be payable either due to death of the family pensioner, his/her re-marriage/marriage or on the pensioner attaining the maximum age prescribed in the rules.

Family Pension

18.4 The provisions of this scheme except para 17 will be applicable mutadis mutandis for authorisation/ payment of family, pension in respect of all types of cases.

18.5 The P.P.Os. indicate the entitlement in respect of family pension to the widow/husband in the event of the death of the pensioner. The payment of family pension at the rate, and to the person, indicated in the P.P.O. may be commenced by the paying branch on receipts of a death certificate and application for family pension in the prescribed form (Annexure -V), along with the pensioner's half of the P.P.O. Before however, payment is actually commenced, the identity of the spouse entitled the family pension shall be verified with reference to the joint photograph, if any, affixed to the P.P.O. and other particulars given by the claimant in the Family Pension Application form (Annexure -V).

18.6 In case the claimant is a minor payment may be commenced after a fresh payment authority is received from the Accountant General, Assam through the usual channels, and identity of the beneficiary/guardian verified in a manner indicated in para 9.2.

19.4 Payment of family pension will be made by credit to savings/current account of the recipient (not a 'Joint' or either or Survivor' Account) which may be opened if the recipient does not already have one. Additionally, an undertaking similar to the one referred to in paragraph 9.1 (ii), will be obtained by the paying branch from the recipient before payment of the family pension is commenced.

19.5 The paying branch will also advise the Treasury Officer, through the link branch, the date of the pensioner's death and commencement of payment of family pension for keeping a record under intimation to the Accountant General.

19.6 In the case the report about the death of a pensioner is received by the Treasury Officer/paying branch first, from a source other than the widow or widower of the deceased, the Treasury Officer/Manager shall, after satisfying himself about the correctness of the report, write to the family members as in 'Annexure-XI at the address given in the P.P.O. seeking compliance with the prescribed formalities, so that payment of family pension to the entitled pension (s) is commenced early.

19.7 In certain cases governed by the provisions of rule 142 of A.S. (P.) Rules, 1969 family pension is payable at a higher rate upto a particular date and at the normal rate thereafter. Pension payment order would indicate the rates and the date upto which the higher rate is payable. A prominent note of the date from which payment of family pension at the normal (lower) rate is commenced, should be kept in red ink in the pension ledger account of the family pensioner by the bank so as to enforce the change in the rate from the specified date and avoid over-payments.

Revision of Pension

20.1 In cases where the amount of pension payable is revised for some reason, payments at the revised rate, including arrears, if any, may be arranged in the following manner : —

- (a) On receipt of amendment letter from the Accountant General Assam through the Treasury Officer indicating

(i) the revised rate of pension and relief due thereon, and

(ii) the date(s) from which the revised rate is effective, the link branch of the concerned Public Sector Bank will transmit that letter urgently to the concerned paying branch under advice to the pensioner after subjecting the amendment letter to the requisite verification and after making necessary correction in Index Register of Pension Payments (Annexure II) maintained by the link branch. The paying branch will on receipt of amendment letter, carry out the requisite correction on both the halves of the affected P.P.O. under attestation by the Branch Manager or in charge, quoting thereon the number and date of Accountant General's authority letter and endorsement of Treasury Officer. The pensioner's half of the P.P.O. will be obtained by the paying branch from the pensioner for making these corrections. Simultaneously, a note to the effect that necessary corrections have been made in both the halves of the pension payment order will be made in the amendment letter.

(b) Before making payment, the paying branch will draw up a 'due and drawn' statement of pension and relief due thereon, as in form at Annexure-XII. Further action to pay the pension and dearness relief at revised rates based on the amended P.P.O., from the date of revision takes effect, along with arrears, if any, will then be taken by the paying branch in accordance with para 16 supra. In cases, however, where the statement of arrears due for payment or of the overpaid amount due for recovery, is referred to the

Treasury Officer for precheck, the paying branch, may commence pension payment at the revised rate, along with the relief due thereon, as indicated in the amendment letter; the paying branch will, of course, ensure that the due and drawn statements are received back from the Treasury Officer promptly, and, on their receipt, payment of arrears etc., or recovery of amounts overpaid, if any, is made expeditiously.

- (c) The additional amount death-cum-retirement gratuity (DCRG), if any, payable due to revision of pensionary benefits might also be authorised likewise for payment by the paying branch through the amendment letter. The amount of overpaid relief, if any, shall be adjusted, to the extent possible, from the additional amount of DCRG, the balance overpayment, if any, would be recovered from the future payments of the reduced amount of relief due on the revised pension. If, however, after adjusting all overpaid amount from the additional D.C.R.G. payable, there is still any balance of D.C.R.G. at the credit of the pensioner, it shall be paid to the pensioner and note of this payment kept in Col. 4 of the Register of payment of pension Annexure-IV Gratuity payment being debitible to a separate head of account requires to be included in a separate bank scroll.
- (d) In the 'Remarks' column of the Pension Payment scroll, that portion of gratuity which is adjusted against the amount over paid as relief should be indicated. In Col 4 of the scroll for gratuity payments, will be noted the gross amount of gratuity payable; in Col. 5, the amount recovered towards overpaid relief;

and in Col. 7, net amount paid. The entries in the two scrolls may also be cross-referenced for facility of verification.

- (e) The entry 'Add amount recovered on account of graded relief, may also be passed at the end of the scroll for gratuity payments, indicating the aggregate amount recovered in Col. 7 , so as to arrive at the gross amount paid as gratuity. A contraentry "Deduct amount recovered on account of graded relief may also be, similarly, passed at the end of the scroll for pension payments, for working out the net amount debitable to head superannuation and retirement benefits.
- (f) An account of the recoveries made on account of excess payment of graded relief (whether by adjusting it against the amount of additional gratuity, or from further payments of graded relief due on the revised pension) will be maintained in the 'Remarks' column of the Register of payment of pension (Annexure-IV).

20.2 One copy of the 'due and drawn statement verified by the Treasury Officer, *vide* clause (b) of para 20.1 supra, will also be furnished by the Treasury Officer, under a registered cover with acknowledgement due to the concerned Accountant General, Assam to enable the latter to watch recovery of the overpaid amounts in all such cases.

Arrears of Pension

21.1 In cases other than those in which arrears of pension arise due to the death of a pensioner, if the pension has not been

credited by the bank to the Account of a pensioner for any reason for a period exceeding one year, as for example, for want of a life certificate details thereof and reasons for not crediting the pension, if known, shall be communicated to the Treasury Officer through the link branch by means of a report sent half yearly on 1st April and 1st October each year, to enable the Treasury Officer to report such cases to the Accountant General under S.O. 159 (b) of Treasury Rules and subsidiary Orders as amended.

21.2 The arrears on the above account shall be paid by the paying branch only on receipt of sanction of the competent authority (as specified in S.O. 158 (b) of Treasury Rules and Subsidiary Orders as amended) which will be obtained by the Treasury Officer on receipt of intimation through the link branch that the particular payment shown as outstanding in the half-yearly return(s) has been claimed by or on behalf of the concerned pensioner. For this purpose the number and date of the letter with which the half yearly report was sent shall be indicated by the paying bank. However, if the arrears do not exceed Rs. 5,000/- and do not involve the first payment of pension, and if they have arisen due to late submission of the prescribed certificate(s) by the pensioner, they may be paid by the paying branch after obtaining specific orders of its manager/Office-in-charge who would sanction the payment after personally satisfying himself that the amount payable is actually due, the certificate(s) furnished has/have been duly countersigned and the claim has remained undrawn due to unavoidable reasons. Such payments will also be mentioned prominently in the payment scrolls, quoting particulars of the latest relevant half yearly return through which non-drawal had been reported.

21.3 If, in such cases, pension has not been credited to the account of the pensioner for a period of 3 years, the disbursing officer's

portion of the pension payment order should also be returned to the Treasury Officer through the link branch, with suitable endorsement thereon, specifying the date upto which the pension was credited in the pensioner's account. Payment of arrears in such cases will be made as also payment of current pension resumed by the paying branch only on receipt back of the P.P.O. with a sanction of the competent authority through the Treasury Officer/link bank branch.

Cessation of Pension

22.1 When pension ceases to be payable to pensioner/recipient of a family pension on death etc. the paying branch will make necessary entries in the P.P.O. and its records and return it to the Treasury Officer through the link branch. The latter will like-wise amend its records.

Miscellaneous (applicable to P.P.Os. for pensioners as well as family pensioners)

23.1 If all the case for entering monthly payments in the disburser's portion/pensioner's portion of P.P.O. get fully used up, the paying branch may add extra sheet(s) with similar columns for noting further payments. A suitable entry will be made by the paying branch on the P.P.O. (disburser's/pensioner's portion) wherever a continuation sheet is added specifying the number of pages available on the sheet.

23.2 If both the halves of a P.P.O. are reported to have been lost in transit due to floods, etc., before commencement of payment of pension, the paying branch to which the matter is reported, will address the Accountant General's Office through the usual channel i.e. link branch, treasury etc. requesting for issue of a

duplicate P.P.O. in favour of the concerned pensioner. The Accountant General, Assam will then issue P.P.O. in consultation with Government if necessary. Before initiating action in this behalf, the paying branch will, however, verify from the register of payment of pensions (Annexure-IV) that no payment has already been made to the pensioner and confirm this fact to the Accountant General while writing for a duplicate P.P.O. The paying branch will also take the following further action before commencing payment in such cases on receipt of duplicate P.P.O'::

- (a) The fact that no payment is to be made against original P.P.O. will be prominently mentioned in the 'Remarks' column of the Register of Payment of Pension (Annexure-IV) while noting therein the particulars of the duplicate P.P.O.
- (b) A declaration from the pensioner to the effect that he has not already received any payment against the original P.P.O., and also an undertaking from him to the effect that he will surrender to the paying branch the original P.P.O. if traced out later, and will not claim any payment on its strength, will be obtained from the pensioner and kept on record.
- (c) It will ensure that no payment has been made to the pensioner on the basis of original P.P.O. during the period following the report made to the Accountant General as regards its reported loss.

23.3 In a case in which pensioner's portion of the P.P.O. is lost, worn or torn and it is sought to be renewed, the paying branch will forward the request of the pensioner, along with both the halves of the P.P.O., to the concerned Treasury Officer through

he link branch for renewal in terms of the provisions of S.O. 151 of Treasury Rules and Subsidiary Orders. In order that payment of pension is not unnecessarily delayed in such cases in the absence of disburser's portion of the P.P.O., care may be taken to send the connected documents to the Treasury Officer immediately after payment for a month is made, so as to leave sufficient time with the Treasury Officer to do he needful and return the documents by the time payment for the next month becomes due. The Treasury Officer will also be reminded by the paying branch in cases where the return of the documents is unduly delayed.

24. On introduction of the departmentalised accounting system by the State Government payment authorities will be issued by the Pay and Accounts Officer of the departments to the Accountant General to arrange payment through the Public Sector Banks.

25. All pensionary payments including those under this Scheme will continue to be subject to Audit by the Accountant General, Assam. The accounts, records and registers maintained in the branches of the Public Sector Banks making pension payments and also in the link branch shall be open to audit by the Account General , Assam or any person appointed by him in this behalf.

26. With the introduction of this new scheme, the relevant provisions of the Assam Treasury Rules and Subsidiary Orders issued thereunder may be deemed to stand amended to the above extent.

**TO THE COMMISSIONER & SECRETARY GOVERNMENT, OF
ASSAM FINANCE DEPARTMENT, DISPUR**

ANNEXURE – I

(See para 3.1)

**APPLICATION FOR DRAWAL OF PENSION THROUGH
PUBLIC SECTOR BANKS**

(To be submitted in duplicate)

To,

The Treasury/Sub-Treasury Officer,

.....

(Place)

Sir,

I opt to draw my pension through Public Sector Bank and give below necessary particulars to enable you to make arrangements in this regard :

1. Particulars of Pensioner.
 - (a) Name.
 - (b) P.P.O. No.
 - (c) Present address.

2. Particulars of authorised P.S.B.
 - (a) Name.
 - (b) Branch where payment desired.

3. * Pensioner's S.B./Current Account No. at the Branch to which pension is to be credited.

Yours faithfully,
(Pensioner)

Place :

Date :

*(Not 'Joint' or Either or "Survivor" account)

Pensioner's Specimen signature.

FOR USE IN SUB-TREASURY

Forwarded to the Treasury Officer along with Disburser's half of Shri /Shrimati/Kumar/KumariThe pension has been paid for the period upto the month of,

Sub-Treasury Officer.

FOR USE IN TREASURY

Forwarded to the Manager/Agent (link Branch of PSB). The Disburser's half/both halves of P.P.O. of Shri/Shrimati/Kumar/Kumari bearing No. is/are sent herewith.

The pensioner has been paid pension for the period upto the month of Pension due from the Month of is to be arranged by the Bank.

Station
Date

Treasury Officer,
(with his seal)

ANNEXURE-II

(See Para 8.1)

**INDEX REGISTER OF PENSION PAYMENTS AUTHORISED
THROUGH BRANCHES OF THE PUBLIC SECTOR BANKS**

Name of the pensioner	Date of retirement	Deptt./ Office from which retired	Number of the pension payment order (PPO) & name of authority issuing the P.P.O.	Monthly amount of pension (basic pension, T.I. etc., relief and medical allowance to be shown separately	Branch at which the payment is to be made	Date from which pension will commence	Remarks
1	2	3	4	5	6	7	8
1.							
2.							
3.							

Note . - Each entry should be attested by the nominated Officer of the link branch of the Public Sector Banks. (Addl. entries may be provided under Reserve Bank's instructions).

ANNEXURE-III

(See Paras 14.1, 14.2, 14.3, 14.5)

CERTIFICATE TO BE SUBMITTED BY PENSIONER

I. LIFE CERTIFICATE

Certified that I have seen the pensioner.....(Name of the pensioner) holder of Pension Payment Order No.....and that he is alive on this date.

Place :

Date :

Name

Designation of authorised officer

Seal

Note. - The life certificate can be given by an officer of Public Sector Bank or Reserve Bank of India.

II. NON-EMPLOYMENT/RE-EMPLOYMENT CERTIFICATE

(i) I declare that I have not been serving in any capacity either in a Government department/office, Corporation, Undertaking, Autonomous body, statutory Body of Central or State Government or Union Territory or a Local Fund during the half-year ended May/November, 19.....

Or

I declare that I have been employed, re-employed in the Office which is a part of/financed by

Government and was in receipt of the following monthly rate of emoluments during the half year ended May/November, 19 or during the month of following within the said half year.

- (a) Pay
- (b) Special pay
Allowances
(including DA., A.D.A., Medical Allowances etc.)
- (c) Honorarium

Further, that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the re-employment period.

*(ii) I declare that I have not accepted any commercial employment in India.

Or

I declare that I have accepted commercial employment in India, after obtaining previous sanction of the State Government and none of the conditions, if any, attached thereto by Government has been violated.

Or

I declare that I have accepted commercial employment in India without obtaining the previous sanction of the State Government.

Note. - This declaration is required to be given for a period of two years from the date of retirement.

***(iii)** I declare that I have not accepted any employment under a Government outside India an International Organisation of which Government of India is not a member after obtaining the previous sanction of the State Government and none of the conditions attached thereto by the State Government has been deviated from.

Or

I declare that I have accepted employment under a Government outside India/an International Organisation of which Government of India is not a member after obtaining the previous sanction of the State Government and none of the conditions attached thereto by the State Government has been deviated from.

Or

I declare that I have accepted employment under a Government outside India/an International Organisation of which Government of India is not a member without obtaining the previous sanction of the State Government.

Place :

Date :

Signature

Name of the Pensioner

P.P.O. No.

*Certificate at (ii) and (iii) are to be furnished only by retired Gazetted Officers of Assam State Services.

III. CERTIFICATE OF NON-RE-MARRIAGE/NON-MARRIAGE

I hereby declare that I am not married/I have not been married during the past one year.

Or

*I hereby declare that I have not been re-married and I undertake to report such an event promptly to the Treasury / Bank.

*Applicable only for widow recipient of family pension and to be furnished only once.

Signature

Name of the Pensioner

P.P.O. No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of the responsible Officer
or a well known person

Place :

Date :

Name

Designation

ANNEXURE -IV

(See Para 9.5)

REGISTER OF PAYMENT OF PENSIONS

Name of the Pen-sioner	No. of pension payment order	Period for which the pension is paid	Amount of the pension (Basic pension, Temporary increase etc. relief and medical allowance to be shown	Recovery of over payment if any	Income Tax deduction	Net amount paid	Allocation of pension as indicated in the P.P.O.	Remarks
1	2	3	4	5	6	7	8	9
1.								
2.								
3.								
4.								
5.								
6.								

Note.— Each entry should be attested by the nominated officer of the branch at which the payment is made. (Additional entries may be provided under Reserve Bank's instruction).

ANNEXURE-V

(See para 19.2)

**FORM OF APPLICATION FOR FAMILY PENSION
(UNDER THE FAMILY PENSION SCHEME, 1964)**

Application for a family pension for the family of Late
Shri/Sht.

Designation

In the Office/Department/ of

1. Name of the applicant
2. Relationship to the deceased Govt. servant/ pensioner.
3. Date of retirement, if the deceased was a pensioner.
4. Date of death of Govt. servant/ pensioner.
5. Name and ages of surviving Names Date of birth by
Christian era kindred of the deceased.

Widow/ Widower

Sons

Unmarried Daughters

6. Name and Treasury/Sub-Treasury/PSB Branch at which
payment is desired.
7. Descriptiveroll ofwidow/widower
/guardian of the minor children of late
 - (i) Date of birth .
 - (ii) Height.
 - (iii) Personal marks, if any, on hand or face.

- (iv) Signature or left-hand thumb and finger impressions.

Small finger, Ring finger, Middle finger, Index finger, thumb.

8. Full address of the applicant.
9. The following documents are also enclosed :
- (i) Death Certificate.
- (ii) Three copies of passport size photograph dully attested by a Gazetted Officer.
- (iii) Guardianship Certificate where pension is admissible to the minor children.
10. Signature or left hand thumb impression in the case of those who are not literate enough to sign their names.

Attested by

1.

2.

Witnesses :

1.

2.

Note. — The Descriptive Roll (Column 7) and signature or left hand thumb and fingers impressions accompanying application for family pension should be in duplicate (in two separate sheets) and attested by two Gazetted Officers or persons of respectability in the town, village or paragona in which the applicant resides.

ANNEXURE-VI

(See para 16)

Statement showing calculation of relief payable w.e.f.
 to State Government pensioners sanctioned by
 Government of Assam, Finance (A P F) Deptt. vide O.M. No.
 dt.

Sl. No.	Name	P.P.O. No.	Date of retirement	Amount of original pension/family pension/Extra-ordinary pension (prior to Commutation, if any).	Amount of temporary/ Adl. temporary/ Ad hoc increase, adhoc/ interim relief etc. as in force prior to 31-12-1980 and admissible w.e.f. 1-1-1981	Total Amount of pension etc. one which relief payable (Col. 5+6)	Percentage rate of relief to be applied to the amount indicated in column 7.
1	2	3	4	5	6	7	8
Amount of total relief payable (subject-to prescribed minimum and maximum) per month					Remarks		
9					10		

Station

Forward in triplicate to the Treasury

Officer

Dated

(Signature of Manager, or incharge
of the paying branch, with stamp)

Station

Authorised Signature of the
Link Branch Officer with stamp/seal)

Dated

Returned. The amounts in column 9 have been verified and found correct subject to the corrections. (To be attested by the T.O.) indicated in the Remarks column.

To,

The Manager/ Officer-in-charge

.....

Treasury Officer

.....

Explanatory notes : —

- (i) Column 6 is applicable only to pensioners who retired from Government service prior to 8th November, 1979.
- (ii) The amount shown as payable in column 7 should be rounded off to the next rupee.
- (iii) The amount of relief payable an as shown in column 9 to be rounded off to the next rupee.

ANNEXURE-VII

(See para 5.3)

1. Form of Indemnity Bond to be executed by Public Sector Banks in connection with payments of pensions on behalf of the Government of Assam.

..
..
THIS INDEMNITY executed at
.. day of one
thousand nine hundred andby
..
(Name of the Bank)

A banking company established under the State Bank of India Act, 1955/State Bank of India (Subsidiary Banks) Act, 1959/the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970.

and having its Head Office at(Hereinafter referred to as “the Bank”, which term shall unless repugnant to the context, include its successors and assigns) finally binds themselves in favour of the Governor of Assam for any loss caused to the Government for any wrong or over-payment made for the payments of pension.

2. WHEREAS the Government of Assam (hereinafter referred to as “the Government”) have decided to provide facility to certain pensioners of the Government to receive their pension at any branch of the Bank in terms of the orders issued in this behalf by the Government in force from time to time and subject to the Bank’s agreeing to indemnify the Governor of Assam against any

loss caused to the Government on account of a wrong or over-payment that may be made by the Bank.

3. AND WHEREAS the Bank has agreed to arrange payments on behalf of the Government to such pensioners by credit to their saving/current accounts and to indemnify the Government by executing this indemnity.

4. NOW THIS INDEMNITY WITNESS that in pursuance of the said agreement the Bank does hereby covenant with, and undertake to the Governor of Assam and his successors in Office, that in consideration of the Governor of Assam agreeing to pay to the Bank from time to time the amounts of the pensions due to and paid by the Bank to the said pensioners of the Government who are the constituents of the Bank, the Bank hereby agrees and undertakes to refund to the Governor of Assam on demand and without demur any amount which is so paid to the Bank by the Governor of Assam if it is found or established not to have been paid wholly or in part of the pensioners concerned by the Bank, or any amount, which has been paid to a pensioner including any person drawing a family pension, beyond the date on which the pension, including any family pension, was or is due, or any amount which has been wrongly paid, or any amount which has been paid otherwise than, or, in excess of, the authority granted and instructions issued to the Bank by the Government or the Reserve Bank of India from time to time.

5. The Bank hereby agrees that the amount of money so to be refunded/repaid when demanded by the Government from the Bank as due and payable to the Government by the Bank on account aforesaid shall be conclusive as to the amount due and the Bank to pay the said amount to the Government.

6. The Bank hereby agrees with and undertakes to the Governor of Assam and his successors in office that it shall furnish to the authority specified or nominated in this behalf by the Governor of Assam such information relating to the pension in question which have been paid by the Bank as may be called for by such authority from time to time having regard to the provisions of any law which may for the time being be in force or the practice among bankers in regard to the secrecy of their information relating to their customer's accounts.

7. The stamp duty payable on the document will be paid by the Governor of Assam.

IN WITNESS WHEREOF THE

..Bank has caused these present to be executed on its behalf the day and year first hereinabove written.

SIGNED AND DELIVERED BY

Witnesses :

- 1.
- 2.

ANNEXURE-VIII

LETTERS OF UNDERTAKING

(See para 9.1 (ii))

The Branch Manager,
Bank (Bank's name)
Branch (Branch's name)

Dear Sir,

Payment of Pension under P.P.O. No.

Through your Office

In consideration of your having at my request agreed to make payment of pension due to me every month by credit to my account with you, I the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors executors and administrators to indemnify the bank from the against any loss, suffered or incurred by the Bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully

Date :

Signature

Witnesses :

Name

Address

(i) Signature :

Name :

Address :

(ii) Signature:

Name :

Address :

ANNEXURE-IX

(See para 7.3)

Register of pension payment Orders on
Treasury.

P.P.O. No.	Class of pension	Name of pensioners'	Monthly			Date of effect from which amount in column 8 payable		
			Basic Temporary Relief increases etc.	Medical allowance	Total			
1	2	3	4	5	6	7	8	9

Allocation of pension (if any)

Commutation of pension (if any)

10	11	12	13	14	15	16	17	18
Basic pension	Temporary increase/ Relief/ Medical allowance	Office to which transferred with date of transfer	Pension paid at treasury upto	Amount of commuted pension	Date of Commutation	Residual pension payable after commutation	Date of death of pensioner	Rem-arks

1. All pension payment orders including those transferred Public Sector Banks will have to be entered in this Register.

2. Every change in the amounts in columns 4 to 8 and 14 to 16 should be attested by the Treasury Officer.

3. Column 13 which will indicate the last month (with year) for which the pension was paid at the Treasury/Sub-Treasury is to be filled in only in cases of transfers of pensions.

4. In the event of transfer of pension from another pension disbursing Officer, it will be entered in the Register as a new entry.

5. The period of re-employment, if any, may be noted in the Remarks column.

6. In column 2, indicate specifically whether pension is service pension or other types of pension such as, Freedom

Fighters' pension, Literary pension, Sportsmen pension, Old age pension, pension to displaced pensioners, if any.

7. In column 5 indicate the total amount of temporary increase, additional temporary increase, ad-hoc increase, ad-hoc relief, interim relief etc., as in force on 31-12-80 and admissible to the pensioners on and from 1-1.1981.

ANNEXURE-X

[See para 1.9 (i)]

..... Bank
..... (Name of Branch)
..... (Station)

No

Date

Shri/Shrimati
.....

Sub : PAYMENT OF PENSION THROUGH PUBLIC SECTOR BANKS

Sir/Madam,

Your pension papers including pensioner's half of P.P.O. have been received in this branch. You are requested to call urgently at this branch for personal identification and bring with you the following documents on any working day between to

- (i) Personal copy of the letter issued by Accountant General, Assam (in case of new pensioners only) and the personal copy of the advice from the link Branch.

- (ii) Non-employment certificate in Form as in Annexure – III (II); Certificates in Form (ii) & (iii) of this Annexure are applicable only to the retired Gazetted Officers of Assam State Services.
- (iii) In the case of deceased Government servant, certificate of non-re-marriage of widow/widower or of non-marriage by daughters who have not attained the age of 21 years in the form as in Annexure – III (III)
- (iv) Undertaking for refund of excess amount, (if any) overpaid, in form as Annexure-VIII.
- *(v)
- *(vi)
- *(vii)

2. Your photo has not been received alongwith P.P.O. You are requested to bring with you a joint passport size photo of yourself and your spouse.

3. You are also required to open a savings/ current account in your name (not 'joint' or 'either or survivor' account) with this branch unless you are already having one. For this purpose requisite forms for opening a new account are also enclosed.

Yours faithfully,
(MANAGER, BRANCH-IN-CHARGE)

*(Strike out if not applicable).

**The
Assam Services (Extraordinary Pension)
Rules, 1963¹**

**CHAPTER I
General**

1. These rule may be called the Assam Services (Extraordinary Pension) Rules, 1963.

2. They shall come into force at once.

3. The rules in this Chapter shall apply to all persons mentioned in Chapter-II and Chapter III to the extent these are applicable and not inconsistent with the rules in those Chapters.

4. An award under these rules may be made by the Governor of Assam or by any other authority to whom the powers under these rules may be delegated. In making an award the sanctioning authority may take into consideration the degree of default or contributory negligence on the part of the Government servant who sustain the injury or dies as a result of an injury or is killed.

Note 1.— The Administrative Department of the Government may accord sanction of the Governor in all those cases of awards which the proposed pension and /or gratuity is held to be clearly covered by and admissible under these rules, i.e., where there is no disagreement between the Audit Officer, the Administrative Department and the Assam Public Service Commission, either as regards the admissibility of the award or the amount admissible.

Cases which are not clearly covered by the rules or where there is disagreement between the Audit Officer, the Administrative Department and the Assam Public Service Commission, should, however, be referred to the Government in the Finance Department for decision.

Note 2. — Wound pensions granted under these rules are renewable from year to year according to subsequent report of Medical Board.

Note 3. — An extraordinary pension or gratuity may be granted to a Government servant under these rules even if he is not invalidated from service as a result of the disability on account of which the award is made.

5. As required by Article 320 (3) (e) of the Constitution of India, the Assam Public Service Commission shall be consulted on all claims for award of pension and/or gratuity under these rules and as to the amounts of such awards.

Vide Notification No. F.M.P. 75/60/Pt. VII, dated the 1st September, 1963

6. In respect of matters for which no provision has been made in these rules, the rules for the time being relating to ordinary pensions as far as may be, shall be applicable.

7. Future good conduct is an implied condition of every grant of a pension and/or gratuity under these rules. The Governor reserves to himself the right of withholding or withdrawing a pension /gratuity or any part of it, if the pensioner/receipt be convicted of a serious crime or be gratuity of grave misconduct.

8. Except as otherwise provided in these rules, a pension and/or gratuity under these rules shall not affect any other pension or gratuity for which the Government servant or his family may be eligible under any other rules for time being in force. A pension or an addition to pension awarded under these rules shall continue to be drawn during re-employment or continued employment and shall be subject only to the conditions of its award. The amount of such pension or addition to pension shall not be taken into account in fixing the pay of the pensioner on his continued employment or re-employment in Government service.

9. All awards under these rules shall be payable in India in rupees. Where, however, amounts, of the awards allowed to be drawn at a place outside India where the rupee is not legal tender, conversion of pension and gratuities into any other currency shall be made at the prescribed official rate of exchange fixed by the Government of India from time to time and shall be subject to the Foreign Exchange Regulations Act and such conditions as may be prescribed for the payment of ordinary civil pensions outside India.

10. Whether the Governor of Assam is satisfied that the operation of any these rules cause undue hardship in any particular case, he may dispense with or relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner provided that the case shall not be dealt with in a manner less infavourable than that provided in these rules.

11. If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the Finance Department whose decision thereon shall be final.

CHAPTER - II
Pre-April, 1937 Entrants

Section I - General

12. (a) The rules in this Chapter apply to all persons in civil employ who entered in service under the Government of Assam before 1st April, 1937 whether their employment is permanent, temporary, or casual and, whether remunerated by fixed pay or by pieces-work rates : Provided that, in the case of a person to whom the Workmen's Compensation Act, 1923, applies.

- (1) an award shall be paid under the provisions of this Chapter only if the authority competent to sanction it considers that compensation payable under that Act is in the particular case, inadequate; and
- (2) the amount of an award paid to any such person shall not exceed the difference between the amount otherwise admissible under these rules and the amount of compensation payable under that Act.

(b) Pay for the purpose of this Chapter means pay defined in rule 9 (21) of Fundamental Rules, which a person was drawing on the date of his death or injury; provided that in the case of person remunerated by piece work rates, pay means the average earnings of the last six months ending with the date of his death or injury.

13. The Governor does not bind himself a pension or gratuity in every case, or, if he grants a pension, to grant it for life.

14. In case where considerable delay has occurred in applying for extraordinary pension, the grant, if any, will take effect only from the date of the report by the Medical Board, or in the case of a family pension, from such date as the sanctioning authority may decide. Otherwise the grant may be made with effect from the date of wound, injury or in case of death, from the day following the death of the Government servant.

15. Subject to the provisions of Assam Civil Pensioners (Commutation) Rules, the recipient of a pension awarded under the rules in this Chapter may be allowed to commute a portion of it.

16. If an officer is incapacitated further service in consequence of wound, injury or disability in respect of which an extraordinary pension or gratuity is awarded to him under the rules in this Chapter, and his total qualifying service for ordinary civil pension under the normal pension rules renders eligible for invalid gratuity only as distinguished from pension, he may notwithstanding, be granted at his option, in lieu of the gratuity (and death-cum-retirement gratuity, if any, which is admissible to him), calculated at the rate of one-sixtieth of his average emoluments for each completed year of service for pension, including any period passed with a military force in the circumstances described in rule 17.

Note.— For the purpose of calculating ordinary pension or gratuity in the case of an officer who has been serving in a military capacity with a military force (vide rule 25), his “emoluments” during the period of such service shall be taken to be those which he would have drawn if he had remained in civil employ, the calculation being made according to the ‘next below’ rule where applicable.

Section II — Wounds, injuries or other disabilities sustained by a Civil Officer while serving with a Military Force.

17. The rules in this section apply to officers serving in circumstances justifying their presence with a military force if the connection of the officer with the force can reasonably be held to be due wholly or in part to the fact that he was at the time a Civil Officer of the Government of Assam. This may be assumed without question in the case of any officer called out for actual service as a member of the Indian Army Reserve of officers or of Auxiliary Force or attached to an Indian unit or to a force under the orders of Government or operating in a country contiguous to India. If in any other case doubt arises as to the applicability or otherwise of the rules in this section, the decision shall rest with the Governor subject, if he thinks it desirable, to reference to the President.

*A — Civil Officers serving in a Civil Capacity with a Military Force
Wound, Injury, or Family Pensions or Gratuities*

18. A civil officer in receipt of pay of Rs. 350 a month or more, who may be serving in a civil capacity with a military force, may be granted a wound or injury pension or gratuities, and the family of such an officer is eligible for family pension and gratuities, at the rates and under the conditions stated in Army Regulations, India, Volume I (1915 Edition), the rank of the civil officer for this purpose being the military rank assigned or assignable to him under rule in the field or his relative military rank in table below whichever is more favourable to the recipient

Other civil officers on pay of not less than Rs. 350 a month

<i>Monthly Pay</i>	<i>Relative Military Rank</i>
Rs. 2,500 and over	Major General
Rs. 2,000 and less than 2,500	Colonel
Rs. 1,500 and less than 2,000	Lieut-Colonel
Rs. 900 and less than 1,500	Major
Rs. 700 and less than 900	Captain
Rs. 450 and less than 700	Lieutenant
Rs. 350 but less than 450	Second-Lieutenant

19. A civil officer in receipt of less than Rs. 350, but not less than Rs. 200 a month, who may be serving in a civil capacity with a military force may be granted a wound or injury pension or gratuity, and the family of such an officer is eligible for family awards, under the conditions stated in Army Regulations, India, Volume I (1915 Edition) in so far as they are applicable to conductors and sub-conductors and at the rates specified below :

	When pay is less than Rs. 250	When pay is not less than Rs. 250
(1)	(2)	(3)
(i) Wound pension	Rs. 800 per annum	Rs. 940 per annum
(ii) Injury pension	Rs. 480 per annum	Rs. 600 per annum
(iii) Gratuity for a wound or injury received in action	Rs. 800	Three months' pay subject to a minimum of Rs. 800.
(iv) Family awards		

:	Not more than Rs. 1200 and not less than Rs. 600 per annum.	
(a) Widow's pension		
(b) Children's allowance	If motherless, not more than Rs. 300 and not less than Rs. 167 per annum for each child. If not motherless not more than Rs. 157 and not less than Rs. 33 per annum for each child.	

Note.— The above rates of family awards shall be granted under the conditions laid down in Army Regulations, India, Volume I (1915 Edition) for the grant of intermediate rates of these pensions and allowances only.

20. The family pension of a widow will cease on re-marriage; but when such re-marriage is annulled by divorce, desertion or death of the second husband, her pension may be restored upon proof that she is in necessitous circumstances and otherwise deserving. The pensions to children will be continued in the case of boys up to the age of 18 years and in the case of girls upto the age of 21 or marriage, whichever may happen first.

21. A civil officer in receipt of pay of Rs. 200 a month or more serving in a civil capacity with a military force, who is eventually invalided from his civil employment owing to disease attributable to, or aggravated by, such service, may be granted

with effect from the date of invalidation, a pension equal in amount to the disability in addition to his service pension, which would have been awarded to him had he been regular officer or warrant officer of the army pronounced permanently unfit for military service owing to disability attributable to, or aggravated by such service. The rank for this purpose in the case of officers on pay of not less than Rs. 350 a month shall be determined according to the table of the relative military rank in rule 18.

If the officer is in receipt of pay of less than Rs. 350 a month, the pension admissible under this rule shall be equal to the disablement addition which would have been awarded to a warrant officer who has qualified by length of service for a retiring pension.

22. In awarding gratuities, pensions or allowances to families the Governor shall have discretion to make such modifications in the mode of allotment or conditions of tenure prescribed in Army Regulations, India, Volume I (1915 Edition), as he may consider desirable with a view to adapting these to the legal and customary conditions applicable in the case of the families to be benefited.

23. A civil officer in receipt of pay of less than Rs. 200 a month, who may be serving in a civil capacity with a military force, may be granted a wound or injury pension or gratuity, and the family of such an officer, if he is killed on such service or dies of an illness or injury due to such service, may be granted a family pension, under the following rules :

- (i) Wound or Injury Pension.

Higher — At the rates of one-third of pay, subject, if the officer is wholly incapacitated from earning a living, to a minimum of Rs. 10 a month.

Lower. — At a rate not exceeding one-fifth of pay.

- (a) The higher rate of pension will only be granted if the officer has sustained, as a result of his service with the military force, a wound or injury occasioning the loss of an eye or limb or the use of a limb, or equivalent in its effect to the loss of a limb.
- (b) The percentage of pay to be awarded in the case of an officer eligible for a pension on the lower scale be decided by the Governor at his discretion according to the severity of the injury.
- (c) No pension will be granted unless the wound or injury is reported by a medical board to be severe.
- (d) An officer may be recommended for a pension for each eye or limb of which he has lost the use through his service with the military force.
- (e) A pension may be granted permanently or temporarily for a period not exceeding one year in the first instance. In the latter case, the question whether the pension shall be continued, and, if so, at what rate and for what further period will be left for subsequent determination.

(ii) Family Pensions.

At the rate of one-half of the officer's pay.

(a) For the purpose of awarding a family pension under this rule the term 'family' includes only wife, legitimate child, father or mother dependent upon the deceased for support.

(b) The pension is allotted –

(1) to the eldest surviving son, for the support of the family;

(2) failing a son, to the eldest widow, for the same purpose;

(3) failing both sons and widows, to the eldest surviving unmarried daughter, for the same purpose.

(c) The Pension to a male is tenable as follows : -

(1) if the pensioner is under six years of age, till he is eighteen years old;

(2) if not under six but under fifty year, for twelve years;

(3) if not under fifty years for life

(d) The pension to a female is for life or until marriage; but on her suitable marriage, the Governor may at his

discretion grant her for marriage, expenses an amount not exceeding five years' pension provided that the pension is not re-granted to any other member of the family under sub-clause (f).

Note.- A pension granted to a female infant shall, in the absence of special orders to the contrary, last until she leaves her own family to stay with her husband, or being married, attains the age of sixteen years, whichever event happens first.

- (e) In a warding a family pension under this rule the Governor has discretion to make modification in the mode of allotment or conditions of tenure set forth in clauses (b) to (d) as he may consider desirable with a view to adapting these to the legal or customary conditions applicable in the case of the family to be benefited, or for providing against the improper application of the pension to a dependant who does not strictly fall within the definition of 'family'.
- (f) On the cessation of the pension through death, marriage or other cause, the Governor has discretionary power to re-grant, in whole or in part, to members of the family lower down in the scale prescribed in clause (b) who may have been dependent on it for support, and for such period as he may consider desirable, not exceeding that admissible under clause (c) or (d) for an original grant.

24. Pension or gratuity in cases of serious detriment to health. – A civil officer in receipt of pay of less than Rs. 200 a month, who when serving in a civil capacity with a military force, sustains in consequence of that service detriment to his death not

entitling him to a pension under rule 23 above may be granted a special pension or gratuity fixed by the Governor at his discretion with reference to -

- (a) the scale of wound and injury pensions and gratuities which would be applicable under rule 23 above in his case,
- (b) the severity and probable permanence of the disability, and
- (c) the extent to which the disability may be merely an aggravation of one previously existing.

*B - Civil Officer serving in a Military capacity
with a Military Force*

25. If a civil officer of Government who is a member of the Auxiliary Force, India, or the Indian Territorial Force, is called out on actual military service or if a civil officer is otherwise serving in a military capacity with a military force in circumstances justifying his presence, he may elect, if wounded, injured or otherwise disabled as a direct result of such service, to be treated either under the conditions laid down in rules 18 to 25 for a civil officer who is serving in a civil capacity with a military force, or under the military regulations governing his employment on military service. In the latter case, the award will be governed by his actual military rank. The election may be made at any time during the service or after it.

Note. — If a civil officer serving in a military capacity with a military force elects to be treated under the conditions laid down in rules 18 to 24, his pay, for the purpose of those rules, shall be

taken to be that which he would have drawn if he had remained in civil employ, the calculation being made according to the 'next below' rule where applicable.

26. The family of a civil officer who losses his life through service in military capacity with a military force will be treated according to the Rules, civil or military which the officer may have elected for himself, or if no such election has been made, the family will be given the benefit of the rule most favourable to them.

*Section III.— Wound injuries or other disabilities sustained
Otherwise than on service with a
Military Force*

27. (1) The rules in this section provide for the grant of a pension or gratuity to an officer who is inured, and to the family of such an officer who is killed or dies of injuries, received in the execution of public duty in circumstances other than those specified in Section II.

Note. — Military personnel who receive wounds or injuries in the discharge of civil duties and the families of those officers, who die of such wounds or injuries, have no claim to injury gratuities and military rules and will be death with under the rules in this section.

(2) No gratuity or pension shall be sanctioned under this section except after the necessary report and the report of the audit officer have been obtained, provided that if the officer lost his life in circumstances which render it impossible to procure a medical report reliable evidence of the actual occurrence of death may be accepted in lieu thereof.

28. (a) When a claim for an extraordinary pension gratuity under this section arises and an application for the same is received the Head of the Department or officer in which the deceased or injured officer is employed, shall hold a formal enquiry, taking evidence as to the circumstances in which the wound or injury was received.

(b) The Head of the Department or Officer shall then if it is a case for wound or injury pension, submit the application in Form 1, A.S. (E.P.) R. through his officer superior of the authority competent to sanction a pension, together with a statement of the circumstances of the case and his own recommendations.

(c) The authority competent to sanction a pension shall then arrange for the examination of the application by a Standing Medical Board and shall refer the case to the Board with a full statement of the points on which a report from the Board is desired.

(d) On receipt of the report of the Medical Board, the authority competent to sanction a pension shall, if it considers that a pension should be granted, forward the application to the Audit Officer together with the full history of the case, the report of the Medical Board and his recommendations for a report as to whether an award is admissible under the rules and if so of what amount.

(e) When an application for a family is received the Head of the Department or officer in which the deceased Government servant was employed shall hold a formal enquiry taking evidence as to the circumstances in which the Government servant died and the relationship and the pecuniary circumstances of the claimant and to his discretion, require a medical report if it has not been submitted with the application.

(f) The Head of the Department or officer shall then submit the application in Form No. 2 A. S. (E.P.) R. through the official superior to the Authority competent to sanction it together with a statement of the circumstances of the case and his own recommendation.

(g) The authority competent to sanction a pension shall, if it considers that a pension should be granted, forward the application to the Audit Officer together with the full history of the case, the medical report and his recommendation.

(h) On receipt of the report of the Audit Officer, under clauses (d) and (g), the authority competent to sanction an award under rule 4 read with Note 1 thereunder, shall sanction the extraordinary pension or gratuity after consultation with the Assam Public Service Commission, as provided in rule 5, and when it is other than the competent authority mentioned in rule 4, shall forward the claim through the usual channel to the authority competent to sanction the award under rule 4 together with a full history of the case, the report of the Medical Board, his own recommendation and the report of the Audit Officer.

29. Except as provided below grants under this section may be made only when injury or death is met with in the performance of any particular duty which has the effect of increasing the officer's of any liability to injury or death beyond the ordinary risk of the civil appointment held by him. No claim shall be admitted on account of loss of life or bodily injury resulting from an accident to which no officer may be liable under the ordinary conditions of civil life or in connection with ordinarily discharge of his duty.

Note. - The objection of this rule is to limit the grant of a pension or gratuity under this section strictly to the cases for which it is intended. It is obviously inexpedient for the Government to dispense charity in individual cases, or to do anything which might weaken the inducements to officers to secure proper provision for their families. All doubtful cases should be referred for the orders of the Governor.

The performance of operation on veneral or septicaemic patients, of the attendance by nurses or medical subordinates on such patients may be treated as duty involving extraordinary bodily risk. Any grant in accordance with this decision shall require the sanction of the Governor.

30. Where a police officer injured or killed whilst in the actual performance of, or in consequence of, his duty, a gratuity or pension may, if the injury or death was intentionally inflicted or caused, be granted to him or to his family, as the case may be, on the scale prescribed in rule 31.

31. If, in the circumstances described in rule 29 above, it is decided to award a gratuity or pension to a civil officer or his family, and the injury or death in respect of which the grant is to be made has been caused otherwise than on service with a military force, the amount and conditions of award shall be those prescribed in sub-section A of Section II above, except that the award shall be made without reference to the military rank which might under rule have been assigned to the officer in the field if he had been serving with military force, or to his actual military rank if he is a military officer in civil employ.

32. The Governor has discretionary power to award extraordinary pensions or gratuities in special cases where the

conditions of rule 29 are not strictly fulfilled, as for instance, when an officer is killed or injured in, or in consequence of, the due performance of his official duties, or because his official position.

33. If, in the circumstances described in rule 32 above, it be decided to award a pension or gratuity to a civil officer or his family, the amount, of the award shall be fixed by the Governor with reference to the character and service of the officer, the nature of the risk undergone and his conduct in accepting it, and the pecuniary circumstances and prospects of the claimant, the maximum award being that which would be admissible in a corresponding case falling under rule 29. The form and conditions of the award shall ordinarily be the same as those prescribed for a corresponding case under that rule, but the Governor may modify these at his discretion, e.g., he may award an equivalent gratuity in lieu of pension, or vice-versa, if he thinks that this would be to the benefit of the recipient or desirable on grounds of administrative convenience.

34. Subject only to such conditions as he may impose, the Governor may grant to an officer who has been severely injured or has contracted a serious disease in the execution of public duty, or to the family of an officer who has died from the effects of such injury or disease, extraordinary pension exceeding Rs. 25 a month, or gratuity not exceeding the equivalent of that amount or Rs. 1,000 whichever may be greater.

CHAPTER III
Post-March 1937 Entrants

35. The rules in this Chapter shall apply to all persons others than to whom the Workmen's Compensation Act, 1932 (VII of 1932), applies, whether their appointment is permanent or temporary, on time-scale of pay or fixed pay or piece-work rates, who are members of civil services and holders of civil posts under the State Government, and who entered or enter service under the Government of Assam on or after the 1st April, 1937, or who having entered such service before 1st April, 1937, did not hold a lien or a suspended lien on a permanent post on that date.

Note 1. — These rules are not applicable to persons serving in honorary capacity.

Note 2. — An employee paid from contingencies is governed by these rules unless he is a casual employee.

Note 3. — No award shall be made under these rules in respect of a civilian officer, who is deputed to foreign service under U.N. bodies on or after 1st January, 1958 and who is allowed to Join Staff Pension Fund as an "Associated Member".

36. For the purpose of these rules unless there is anything repugnant the subject or context, —

(1) "accident" means -

(i) a sudden and unavoidable mishap; or

- (ii) a mishap due to an act of devotion to duty in an emergency arising otherwise than by violence out of and in the course of service.

- (3) “date of injury” mean –
 - (i) in the case of accident or violence, the actual date on which the injury is suffered or such date, not being later than the date of report of the Medical Board, as the Governor may fix; or
 - (ii) in the case of disease, the date on which the Medical Board reports or such earlier date as may be fixed by the Governor with due regard to the option of the Medical Board.

- (4) “disease” means –
 - (i) venereal disease or septicaemia where such disease or septicæmia is contracted by a medical officer as a result of attendance in the course of his official duty on an infected patient or of conducting a post-mortem examination in the course of that duty, or
 - (ii) disease solely and directly attributable to an accident, or
 - (iii) an epidemic disease contracted by an officer in consequences of his being ordered on duty to an area in which such disease is prevalent, in consequence of his attending voluntarily, out of humanitarian motives, upon any patient

suffering from any such disease in any area where he happens to be in the performance of his duties;

- (5) “injury” means bodily injury resulting from violence, accident or disease assessed by a Medical Board as being not less than severe.

Note.— Examples of injuries of certain categories are given in the Schedule below :

SCHEDULE

Classification of Injuries

Equal to loss of limbs –

Hemiplegia without aphasia.
Permanent use of a tracheotomy tube.
Artificial anus.
Total deafness of both ears.

Very severe –

Complete unilateral facial paralysis, likely to be permanent.
Lesion of kidney, ureter or bladder.
Compound fractures (except phalanges).
Such gross destruction of soft parts as to lead to permanent disability or loss of function.

Severe and likely to be permanent

Ankylosis of, or considerable restriction in, the movement of one of the following joints :

knee, elbow, shoulder, hip, ankle, temporomaxillary or rigidity of the dorsilumbar or cervical sections of the spine.

Partial loss of vision of one eye.

Destruction or loss of one testicle.

Restriction of foreign bodies not causing permanent or serious symptoms.

- (5) "Pay" means the pay as defined in rule 9 (21) of the Fundamental Rules, which a person was drawing on the date of his death or injury :

Provide that in the case of a person remunerated by piece-work rates 'pay' means the average earnings of the last six months endings with the date of his death or injury.

- (6) 'risk of office' means any risk, not being a special risk, or accident or disease to which a Government servant is exposed in the course of and as consequence of his duties, but nothing shall be deemed to be a risk of office which is a risk common to human existence in modern conditions in India, unless such risk is definitely enhanced in kind or degree by the nature, conditions, obligations or incidents of Government service.

Note. — The term 'risk of office' shall include the risk death or injury to which a Government servant is exposed where he attends on a working day, or is required to attend on a holiday, the place of his employment for the performance of his duties during any riot or civil commotion in the town, city or village concerned, including any suburban areas contiguous thereto, and while proceeding from his residence to the place of his employment or vice-versa, becomes a victim of the said riot or civil commotion.

- (7) 'special risk' means —
- (i) a risk of suffering injury by violence :
 - (ii) a risk of injury by accident to which a Government servant is exposed in the course of, and as a consequence, of the performance of any particular duty which has the effect of materially increasing his liability to such injury beyond the normal risk of his office :
 - (iii) a risk a contracting disease to which the medical officer is exposed as a result of attending in the course of his official duty to a venereal or septicaemic patient or conducting a post-mortem examination in pursuance of that duty;
 - (iv) a risk of injury suffered by a Police Officer, in receipt of pay less than Rs. 200 per mensem in course of, and as a consequence of performance of his duty.
- (8) 'violence' mans the act of a person who inflicts an injury on Government servant—
- (i) by assaulting or resisting him in the discharge of his duties or in order to dete or prevent him from performing his duties, or
 - (ii) because of anything done or attempted to be done by such Government servant, or by any public servant in the lawful discharge of his duty a such, or
 - (iii) because of his official position.

37. No award shall be made in respect of -

- (i) an injury sustained more than five years before the date of application, or
- (ii) death which occurred more than seven years (a) after the injury due to violence or accident was sustained, (b) after the Government servant was medically reported as unfit for duty on account of disease of which he died.

38. For the purposes of these rules, injuries shall be classified as follows :

Class A. — Injuries caused as a result of special risk of office which have resulted in the permanent loss of an eye or a limb or ear of a more serious nature.

Class B. — Injuries caused as a result of special risk of offence and equivalent, in respect of the degree of disablement which they cause to the loss of a limb or are very severe; or injuries caused as a result of risk of office which have resulted in the permanent loss of an eye or a limb or ear of a more serious nature.

Class C. — Injuries caused as a result of special risk of office which are severe, but not very severe and are likely to be permanent; or injuries caused as a result of risk of office which are equivalent in respect of the degree of disablement which they cause, to the loss of a limb or ear which are very severe or likely to be permanent.

39. (1) If a Government servant sustains an injury which falls within Class A of Rule 38, he shall be awarded -

- (a) a gratuity of applicable amount specified in the Schedule below this rule, and –
 - (b) with effect from the date following the expiry of one year from the date of the injury –
 - (i) if the injury has resulted in the permanent loss of more than one limb or one eye, a permanent pension, of the applicable amount specified in the Schedule below this rule for a higher scale pension; and
 - (ii) in other cases, a permanent pension the amount of which shall not exceed the applicable amount specified in the Schedule below this rule for a higher scale pension and shall not be less than half that amount.
- (2) If a Government servant sustains an injury which falls within Class B of rule 38, he shall be awarded —
- (i) if the injury has resulted in the permanent loss of an eye, or a limb or is of more serious nature, a permanent pension, with effect from the date of the injury, of an amount which shall not exceed the applicable amount specified in the Schedule below this rule for a lower scale pension and shall not be less than half that amount.
 - (ii) in other cases –
 - (a) for a period of one year with effect from the date of the injury, the temporary pension the amount

of which shall not exceed the applicable amount specified in the Schedule below this rule for a lower scale pension and shall not be less than half that amount and thereafter;

- (b) a pension within the limit specified in sub-clause (a) if the Medical Board from years to year certifies that the injury continues to be very severe.

(3) If a Government servant sustains an injury which falls within Class C of rule 38, he shall be awarded a gratuity of applicable amount specified in the Schedule below this rule, if the Medical Board certified that the Government servant is likely to be unfit for service for a year, or a proportionate amount subject to a minimum of one quarter of the amount so specified if he is certified to be likely to be unfit for less than a year :

Provided that in cases where the injury is equivalent in respect of the degree of disablement which it causes to be loss of a limb, the Governor may award, if he thinks fit, in lieu of the gratuity a pension not exceeding the amount admissible under clause (ii) of sub-rule (2) of this rule.

(4) A temporary pension awarded under this rule may be converted into permanent injury pension -

- (i) when a Government servant is invalided out of the service on account of the injury in respect of which the temporary pension was awarded, or
- (ii) when the temporary pension has been drawn for not less than five years, or

- (iii) at any time, if the Medical Board certifies that it sees no reason to believe that there will ever be a perceptible decrease in the degree of disablement.

SCHEDULE
Injury gratuity and pension

Pay of Government servant on the date of injury	Gratuity	Monthly pension Higher scale	Monthly pension Lower scale	
(1)	(2)	(3)	(4)	
1. Rupees 2,000 and over	3 months' pay subject to a minimum of Rs. 800	Rs. 300	Rs. 225	
2. Rupees 1,500 and over but under Rs. 2,000		Rs. 275	Rs. 200	
3. Rupees 1,000 and over but under Rs. 1,500		Rs. 200	Rs. 150	
4. Rupees 900 and over but under Rs. 1,000		Rs. 150	Rs. 125	
5. Rupees 400 and over but under Rs. 900		Rs. 100	Rs. 84	
6. Rupees 350 and over but under Rs. 400		4 months' pay	Rs. 85	Rs. 70
7. Rupees 200 and over but under Rs. 350			Rs. 67	Rs. 50

*8. Under Rs. 200		1/3 of pay subject to a minimum of Rs. 8 per mensem.	1/5 of pay subject to a minimum of Rs. 4 per mensem
*[Note. In the case of Police Officer gratuity will be payable at the rate of eight months' pay.			

40. Awards shall be made to -

- (a) Parents of a Government servant drawing pay below Rs. 200 a month on the date of death, and
- (b) the widow and the children of a Government servant as follows -

Note. — The main provision of rule 40 has been substituted vide Notification No. FMP-27/70/6, dated 24-11-1970 and the amendment is effective from the date of Notification

- (i) If a Government servant is killed or dies of injuries received as a result of special risk of office -
 - (a) a gratuity of the applicable amount specified in the Schedule below this rule, and
 - (b) a pension the amount of which shall not exceed the applicable amount specified in the Schedule below this rule,
- (ii) If the Government servant is killed or dies of injuries as a result of risk of office, a pension the amount of

which shall not exceed the applicable amount specified in the Schedule below this rule :

¹[(iii) Provided that in the case of a Government servant mentioned in rule 18 of the Assam Services (Pension) Rules, 1969 who is governed by the Family Pension Scheme, 1964 in Section IV, Chapter VIII thereof, and had rendered minimum of one year's continuous service before death, the rates and conditions of the family pension payable to the widow and motherless children under this rule shall be revised as shown in rule 41 below].

Note 1. — This new clause (iii) after clause (ii) of rule 40 has been inserted ¹

Note 2. — In the case of Government servants injured or killed while on duty, as a result of enemy action (including enemy action by Pakistan paratroopers and infiltrations) in the operation against Pakistan on or after 5th August, 1965 the rate of pensionary awards as admissible under these rules shall be revised as shown below :

- (i) Those killed as a result of enemy action shall be entitled to 2/3rd of the basic pay last drawn for the first seven years (this will be inclusive of children's pension) and 1-1-2 times the existing entitlement thereafter subject to the maximum of 2/3rd of the basic pay last drawn.

In the case of motherless children, 1-1/2 times the existing entitlements will be admissible from the beginning subject to the maximum of 2/3rd of the basic pay last drawn.

1. Inserted below clause (ii) of the rule 40 vide Notification No. FMP 27/70/8, dated 24th November, 1970 (AG-IIA, dated 16-12-1970, p. 3734).

(ii) Those injured as a result of enemy action.

(a) Whether invalidation does not take place. (a) Existing entitlement only.

(b) Whether invalidation takes place. (b) 50% over the existing entitlement (i.e. 50% over the injury pension, and invalid pension, if any) subject to a maximum of 2/3rd of the basic pay last drawn .

(2) (i) Where the existing entitlements are higher than those mentioned above, the existing entitlements will prevail.

(ii) No ad-hoc or temporary increase is to be allowed over and above the ceiling of 2/3rd of the basic pay last drawn.

- (iii) When the pensionary award at a consolidated rate equal to 2/3rd of the basic pay last drawn are admitted, no other pension will be admissible in addition.
 - (iv) In addition to pensionary awards mentioned above gratuity admissible under the existing Rules will be payable.
- (3) These will not apply to those Government servants who are governed by Workmen's Compensation Act, 1923.

(Reference O.M. No. FMP-4/66/13, dated 31-10-1966 and Notification No. FMP-27/70/11, dated 24-11-1970).

Note. — The revised rate of pensionary awards as are admissible in cases of Government Servants injured or killed while on duty as a result of enemy action in the operation against Pakistan as in Note 2 above will also be applicable in cases of the State Government servants killed or injured in border skirmishes either with Pakistan, on the ceasefire line or any other country and in the operation against armed hostiles like Nagas and Mizos, etc.

(Reference O.M. No. FMP-4/66/33, dated 17-5-1967 and Notification No. FMP-27/70/11, dated 24-11-1970).

SCHEDULE¹ I
Family gratuity and pension
A Widow and children

Pay of Govt. servant on the date of death	Gratuity payable to widow	Monthly pension of the widow	Monthly pension of children having mother	Monthly pension of motherless children
1. Above Rs. 800	4 months' pay	30% of pay subject to a minimum of Rs. 320 and maximum of Rs. 500	10% of monthly pension payable to the widow, subject to the condition that the total pension payable on account of the children shall not exceed 40% of the widow's monthly pension	A monthly pension shall be given at the rate of 40% of the pension that would have been payable to the mother had she survived the father to the first child and 25% of such pension for each additional child.
2. Above Rs. 300,	Ditto	40% of pay subject to a	Ditto	Ditto

below Rs. 800		minimum of Rs. 180		
3. Not exceeding Rs. 300	Ditto	60% of pay subject to a minimum of Rs. 120,	Ditto	Ditto
[The ad hoc increase on pensions which were admissible in the case of extraordinary pension shall not be admissible to cases where pension is sanctioned under the scheme on or after 1 st January, 1973].				
1. Schedule substituted by Notification No. FMP-12/4/3, dated the 2 nd July, 1974, and the amendment has come into force with effect from 1-1-1973.				

SCHEDULE II¹

**Extraordinary Pension to the Families of Government Servants
including parents serving in the Nagaland Border.**

Pay of Government servant on the date of death.	Gratuity payable to widow.	Monthly pension of the widow.	Monthly Pension of children having mother.	Monthly pension of motherless children.	Monthly Pension to parents if the Govt. servant has no family and is survived only by a dependent father/or mother
(1)	(2)	(3)	(4)	(5)	(6)
Above Rs. 800	6 months total emoluments admissible on the date of death.	100% of total emoluments admissible on the date for a period of three followed by 75% of the total emoluments for the rest of the widow's life or till her	After the first three years 10% of the monthly pension to the widow, subject to the condition that the total pension	50% of the emoluments for first child and 25% of such emoluments for each additional child provided that the total shall not	50% of the total emoluments for the rest of their life.

		re-marriage subject to a minimum of the emoluments admissible on a pay of Rs. 800	payable account of the children shall not exceed 20% of the widow's monthly pension.	exceed 100% of the emoluments on the date of death.	
Below	- do -	100% of the total emoluments last drawn during the life time of the widow or till her re-marriage.	Nil	- do -	- do -

Financial Commissioner and Secretary to the Govt. of Assam, Finance Department.

NOTES

1. Schedule II has been inserted by Noti. No. E.M.P. 48/79/5, dated 28-5-1979, published in the Assam Gazette, Part—II-A, Dated 11-7-1979 page 1837, (w.e.f. 1-4-1979).

41. (1) Awards to the family of a Government servant mentioned in Rule 18 of the Assam Services (Pension) Rules, 1969 who is governed by the Family Pension Scheme, 1964 in Section IV

of Chapter VIII of the said Rules as well as by the provisions of these rules and who dies while in service as a result of risk of office or special risk of office after completion of minimum of one year's service shall be made under these rules and not under the Family Pension Scheme, 1964 except to the extent mentioned in the said scheme.

(2) (a) The rates and conditions of Extraordinary Family Pension payable to the widows and motherless children under Rule 40 in their application to the Government servant referred to in clause (1) above may be revised as under :

(i) Widows Pension

Pay of the Government servant	Monthly Pension
Rs. 800/- and above	20% of the pay subject to a maximum of Rs. 275/-
Rs. 200/- and above but below Rs. 800/-	25% of the pay subject to a maximum of Rs. 150/-
Below Rs. 200/-	45% of the pay subject to a maximum of Rs. 75/- and a minimum of Rs. 40/-

(ii) Pension to Motherless Children

Pay of the Government servant	Monthly Pension per Child
Rs. 800/- and above	Rs. 60/-
Rs. 250/- and above but below Rs. 800/-	Rs. 37.50
below Rs. 250/-	Rs. 15 per cent, of pay

Note.— These rates are subject to the condition that the pension payable to a child/children will, in no case, be

less than the amount of pension which would have been admissible to him/them had the provisions of the Family Pension Scheme, 1964 been applied.

(b) In addition to the Family Pension at the rates mentioned above the gratuity, where admissible under these rules will continue to be paid, at the existing rates provided these rules.¹

Note. - New Rule 41 has been inserted and the existing Rules 41, 42 and 43 have been renumbered as 42, 43, 44 *vide* Notification No. FMP-27/70/8, dated 24-11-1970 and the amendment has come into force from the date of notification.

1. Ref. Notification No. FMP-27/70/8, dated 24 th November, 01970.

42. (1) Except as otherwise provided in Rule 40 above and the Schedule thereunder, if the deceased Government servant has left neither a widow nor a child, an award may be made to his father and his mother, to minor brothers and sister, individually or collectively, if they were largely dependent on the Government servant for support and are in pecuniary need :

Provided that the total amount of the awards shall not exceed one-half of the pension that would have been admissible to the widow under Rule 40 subject to minimum of Rs. 40 a month :

Provided further that each minor brother's and sister's share shall not exceed the amount of pension specified in the Schedule below Rule 40 for a "child who is not motherless".

(2) Any award made under sub-rule (1) of this rule will, in the event of an improvement in the pecuniary circumstances of the petitioner be subject to review in such manner as the Governor may be order prescribe.

43. (1) A family pension will take effect from the date following the death of the Government servant or from such other date as the Governor may decide.

(2) A family pension will ordinarily be tenable —

(i) in the case of a widow or mother until death or re-marriage whichever occurs earlier;

Note. — The family pension of a widow will cease on remarriage; but when such re-marriage is annulled by divorce, desertion or death of the second husband, her pension may be restored upon proof that she is in necessitous circumstances and otherwise deserving;

(ii) in the case of minor son, or minor brother : until he attains she age of 18;

(iii) in the case of an unmarried daughter or minor sister, until marriage or until she attains the age of 21, whichever occurs earlier;

(iv) in the case of a father, for life.

44. (1) When a claim for any injury pension or gratuity or family pension arises, the Head of the Officer or of the Department in which the injured or the deceased Government servant was

employed, will forward the claim through the usual channel to the sanctioning authority with the following documents :

- (i) A full statement of circumstances in which the injury was received, the disease was contracted or death occurred.
- (ii) The application for injury pension or gratuity in Form 1 A.S. (E.P.) R. or as the case may be, the application for family pension in the Form 2, A.S. (E.P.) R.
- (iii) In the case of an injured Government servant or one who has contracted a disease a medical report in Form 3, A.S.(E.P.) R. In the case of a deceased Government servant a medical report as to the death or reliable evidence as to the actual occurrence of death if the Government servant lost his life in such circumstances that a medical report cannot be secured.
- (iv) A report of the Audit Officer concerned as to whether an award is admissible under the rules and if so of what amount.

FORM No. 1, A.S. (E.P.) R.
Form of Application for injury Pension or Gratuity

[See Rules 28 (b) and 43 of A.S. (E.P.) R.]

1. Name of applicant.
2. Father's name.
3. Race, sect and caste.
4. Residence, showing village, pargana and district, etc.
5. Present of last employment including name of establishment.
6. Date of beginning of service.
7. Length of service –

including interruptions.
on which superior
on which Class IV
on which non-qualifying interruptions.

8. Classification of injury.
9. Pay at the time of injury.
10. Proposed pension or gratuity.
11. Date of injury.
12. Place of Payment.
13. Special remarks, if any.
14. Date of applicant's birth by Christian era.
15. Height.
16. Marks.
17. Signature and thumb and finger impressions.

Thumb	Fore finger	Middle finger	Ring finger	Little finger
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18. Date on which the applicant applied for pension.

Place

Date

Note. - (i) In the case of Gazetted officers and other pensions who may be specifically exempted by the Governor, particulars or height and personal marks are not required.

(ii) Thumb and finger impressions are required only in the case of persons who are illiterate and cannot sign their name.

FORM No. 2, A.S. (E.P.)
Form of Application for Family Pension
[See Rules 28 (f) and 43 of A.S. (E.P.) R.]

Application for an extraordinary pension for the family of ..
.. killed, or died of injuries received,
as a result of special risk of office or risk of office.

Submitted by the

- | | |
|----------------------------|--|
| Description of
claimant | <ol style="list-style-type: none">1. Name
(in block letters.)2. Residence showing village, pargana, district
etc.3. Age.4. Height.5. Race, caste or tribe.6. Marks for identification.7. Present occupation and pecuniary
circumstances.8. Degree of relationship to deceased.9. Name.10. Occupation and service.11. Length of service.12. Pay when killed.13. Nature of injury causing death. |
| Description of
deceased | <ol style="list-style-type: none">14. Amount of pension or gratuity proposed.15. Place of payment.16. Date from which pension is to commence.17. Remarks. |

	Name	Date of birth of Christian era
	Sons.	
Name and age	Widows.	
of surviving	Daughters.	
kindreds of	Father.	
deceased	Mother.	

Note. - If the deceased has left no son, widow, daughter, father, or mother surviving him, the word "none" or "dead" should be entered opposite to such relative.

Place	Signature of Head of Office
Date	

FORM No.3, A.S. (E.P.)

Form to be used by Medical Board when Reporting on Injuries

[See Rules 43 of A.S. (E.P.) R.]

PROCEEDINGS OF MEDICAL BOARD

Confidential

Proceedings of a Medical Board assembled by order of ..
for the purpose of examining and
 reporting on the present state of the at ..

.. .. .on the
 (Date of injury, etc.)

- (a) State briefly the circumstances under which the injury/ disease was sustained / contracted.
- (b) What is the Government servant's present condition ?

- (c) If the Government servant's present condition wholly due to the injury? / disease ?

The opinion of the Board upon the questions below is as follows :

PART A
First Examination

The severity of the injury should be assessed in accordance with the following classification and details given in the remarks column below :

- | | Yes | No |
|--|-----|----|
| 1. Is the injury | | |
| (i) (a) The loss of an eye or a limb ? | | |
| (b) The loss of more than one eye or limb ? | | |
| (ii) More severe than the loss of an eye or a limb ? | | |
| (iii) Equivalent to the loss of an eye or a limb ? | | |
| (iv) Very severe ? | | |
| (v) Severe and likely to be permanent ? | | |
| (vi) Severe but not likely to be permanent ? | | |
| (vii) Slight but likely to be permanent ? | | |
| 2. For that period from the date of the injury - | | |
| (a) has the Government | | |

- servant been unfit for duty ?
- (b) is the Government servant likely to remain unfit for duty ?

Remarks. - Here the classification above may be amplified if necessary, or details of additional injuries to the main injury may be given.

PART B

Second or Subsequent Examinations

If the original degree of disability of the Government servant has changed, in which of the above categories should it now be placed.

Remarks.- In this space addition details may be given if necessary.

Instructions to be Observed by the Medical Board preparing the Report:

- (1) The Medical Board before recording their opinion should invariably consult the proceedings of previous medical boards, if any, as also all previous medical documents connected with the Government servant brought before them for examination.

- (2) If the injuries be more than one, they should be numbered and described separately, and should it be considered that, for instance though only “severe” or “slight” in themselves, they represent together the

equivalent of a single “very severe” injury, such an option may be expressed in the columns provided.

(3) In answering the question in the prescribed form the Medical Board will confine itself exclusively to the medical aspect of the case and will carefully discriminate between the Government servant’s unsupported statements and the medical and documentary evidence available.

(4) The Board will not express any opinion, either to the Government servant examined, or in their report, as to whether he is entitled to compensation or as to the amount of it, nor will it inform the Government servant how the injury has been classified.

The Assam Service (Commutation of Pension) Rules, 1965¹

1. (a) These rules may be called the Assam Service (Commutation of Pension) Rules, 1965.

(b) They shall come into force at once.

2. They shall apply to all members of Civil Service of the State and holder of Civil posts under the State Government.

3. The Governor may, on application by a Government servant, sanction the communication for a lump sum payment, of a portion, not exceeding one-half in case of Government servants other than those who are under the new liberalized pension rules introduced by Government (Resolution) No. PB 34-48/-13, dated

the 13th, February, 1954 (vide Rules 17 and 18 and Chapter VIII of the Assam Service (Pension) Rules, 1969] and one-third incase of those Government servants who are under the liberalised pension rules, of any pension which has been or is about to be sanctioned under pension rules subject to the conditions : (1) that the expenditure can be met from the sanction budget grant, and (2) that the uncommuted residue of the pension shall not be less than Rs. 240 per annum; provided that, in calculating the amount of uncommuted residue, there may be added to it the uncommuted portion of other permanent pension or pensions payable to the applicant from the Consolidated Fund of India or of any other State;

Provided that nothing in the above rule will permit commutation of family pension :

Provided also that a Government servant against whom a judicial or a departmental proceeding has been instituted on a pensioner against whom any such proceeding has been instituted or continued under Rule 21 of the Assam Service (Pension) Rules, 1969 shall not be permitted to commute any part of his pension during the pendency of such proceeding.

4. For the purpose of Rule 3, if two different Governments are concerned a Government servant shall be deemed to be under the administrative control of the Government (other than the Central Government) to which the payment of the commuted value of his pension will be charged and the application for commutation shall be disposed of by the Government according to the procedure and rules framed for its own servants. In cases in which the commuted value of a pension divisible between the Central Government and the State is wholly chargeable to the Central Government the application for commutation should be

decided by the State Government to which the pension is partly chargeable. If, however, an application for commutation is made before the date on which the pension is sanctioned the Government under which the applicant was last permanently employed shall be Government competent to dispose of his application in accordance with the procedure and rules prescribed for its own servants.

1. Notification No. FMP- 15/60/Pt.-IV, dated the 1 st November, 1965.
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5. The lump sum payable on commutation to Government servants who have served under more than one Government, shall be calculated according to the commutation table of the Government under whose rule-making control they are at the time of retirement. In the case of Government servants who are temporarily lent by one Government to another, commutation shall be according to the table of the leading Government to the case of those who are permanently transferred from one Government to another, it shall be according to the table of the Government to which their services have been permanently transferred.

6. The incidence of the commutation payment will in all cases follow that of the pension and the commuted amount must be made payable at treasury at which the pension is being or is to be drawn. If a pension, of which a part has been commuted, thereafter becomes payable at another treasury, a note shall be made on the pension payment order as to the amount of pension which has been commuted.

7. An application for commutation of pension shall be made in Part I of Form A, prescribed below, accompanied by two

passport size photographs (one duly attested and other without any attestation) and address : -

- (1) if the applicant is still in service, or has retired but his pension has not yet been sanctioned, to the authority competent to sanction his pension, through the Head of the Office in which he is or was employed or if he is or, was himself the Head of the Office, through the Head of his Department :
- (2) if the applicant has been re-employed after retirement but his pension anticipatory or otherwise, has not yet been sanctioned, to the authority competent to sanction his pension, through the authority who sanctioned his re-employment if the re-employment is in a department other than the parent department;
- (3) if the applicant has been re-employed after retirement and his pension, anticipatory or otherwise, has already been sanctioned, to the authority who sanctioned his re-employment through the Head of Office/Department in which he is re-employed ;
- (4) otherwise to the State Government in the Finance Department through the Accountant General, Assam.

Note .- The attested copy of the pasted on Part I of Form A and the other copy loosely attached to it .

8. The application, if address to the authority specified in rule 7 (1) to (3), shall be transmitted forthwith to the Accountant General, Assam.

9. The Accountant Officer shall complete Part II of Form A without delay and transmit it to the Government.

10. When application for commutation of pensions, are received simultaneously with the application for pensions, the Accounts Officer shall issue a report on the commutation of pension in advance of the formal report on the title to pension in cases in which the report on the title to pension is not likely to be issued in sufficient time to permit of arrangements being carried through before the applicant's next birthday; provided that the portion of pension to be commuted is clearly well below one-half or one-third, as he case may be, of an approximate amount of the total pension likely to be sanctioned and the uncommuted residue of the likely pension is also well above the limit prescribed in Rule 3 of these rules if, in such a case, the commutation becomes absolute before pension is formally sanctioned, the payment of commutation money shall not be authorised until the formal sanction of the pension is received; but an intimation of the possibility of loss because of delay in sanction to pension shall be sent to the pensioner when reporting on the claims for commutation.

11. If there is sufficient provisions in the budget to meet the expenditure the Government will arrange for the medical examination of the applicant by the proper medical authority as prescribed in rule 13 (ii) at the nearest available sanction to that named by the applicant in Part I of Form A, and -

(a) transmit to the applicant on Form B, a certified copy of the Accounts Officer's certificate contained in Part II of Form A of the lump sum payable on commutation in the event of his being reported by such medical authority as may be prescribed to be a fit subject for commutation and one copy of Form C, Part I of which is to be filed in by the applicant before his medical examination (but to be signed only in presence of the medial authority) and handed over thereafter to the medical authority. They shall also at the same time instruct the applicant in Part II of Form B to appear for examination before the said medical authority on the appointed day, or within the prescribed period mentioned in the order or if he has applied for commutation in advance of the date of retirement , on the appointed day or within the prescribed period but in no case earlier than the actual date of retirement;

(b) forward to the medical authority a copy of Form B together with a copy of Form C, Part II, III and IV, a copy of the unattested photographs sent along with application as in Rule 7 above and, if the applicant has been granted an invalid pension or has previously commuted and portion of his pension with years added to his actual age, copies of the previous medical reports or statements of his case.

Note 1. - If the applicant does not appear for examination before the medical authority on the appointed day or within the prescribed periods, the Government may, at their discretion, extend the period further on receipt of satisfactory explanation.

Note 2. - If the commutation charge falls partly on other State Government, that Government should be consulted regarding availability of funds and their consent obtained before the applicant is directed to appear for medical examination.

12. (1) The applicant may withdraw his application by written notice dispatched at any time before medical examination is due to take place, but this option will expire on his appearance before a medical authority :

Provided that, if the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than his actual age the applicant may withdraw his application by a written notice within two weeks from the date which the revised intimation of the revised sum payable on commutation. If the applicant does not withdraw in writing his application for commutation within the period prescribed above, he shall be assumed to have accepted the sum offered.

Note 1. - The copy of the medical report by the Medical Authority or intimation by written notice, where necessary, of the revised sum payable on commutation should, if it has to be sent to the applicant by post, be invariably by registered post with acknowledgment due.

Note 2. - If a pensioner, whose age for the purpose of commutation of pension has been directed by the medical authority to be taken as greater than his actual age, makes a request within the period prescribed in the proviso to rule 12 (I) above that the amount to be commuted may be reduced, such a

request is tantamount to a withdrawal of his application and should be treated as a new application for commutation.

(2) Subject to the provisions contained in clause (3) and to the withdrawal of an application under the proviso to clause (1) of this rule, the commutation shall become absolute i.e., the title to receive commuted value shall accure on the date on which the medical authority sings the medical certificate. Payment of the commuted value shall be made as expeditiously as possible, but in the case of an impaired life no payment shall be made until either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn has expired, whichever is earlier. Whether the date of actual payment, the amount, paid and the effect upon the pension shall be the same as if the commuted value were paid on the date on which commutation become absolute. If the commuted portion of the pension has been drawn after the date on which the commutation become absolute, the amount drawn shall be deducted from the amount payable in commutation.

Note 1. - A pensioner whose application for the commutation of portion of his pension is expressed as a percentage or fraction of the total pension admissible to him and is allowed in the first instance to commute such percentage or fraction of his anticipatory or provisional pension shall, in the event of his final pension being more than his anticipatory or provisional pension, be allowed to commute a further sum without producing a fresh certificate of Medical Examination, so as to make a commuted amount equal to the specific percentage or fraction of the amount of pension as finally sanctioned. In such

cases, commutation as finally sanctioned should also take effect from the date of the original commutation of the anticipatory or provisional pension and the amount of residual pension should also be-adjusted from the same date.

Note 2. - A person who is allowed provisionally to commute a portion of his pension not exceeding Rs. 25 and who anticipated that the final amount of pension that he would be entitled to commute might exceed Rs. 25 shall indicate that fact in his application in case he desires to commute a sum exceeding Rs. 25. The sanctioning authority shall in such cases arrange for medical examination as if the amount to be commuted exceeds Rs. 25. In case such fact is not indicated the Government servant shall be permitted, on finalisation of the amount of pension originally commuted and Rs. 25 without further medical examination if the original amount commuted together with the difference referred to does not exceed Rs. 25. If the same exceeds Rs. 25 the commutation of any further sum, if admissible, shall be treated as fresh commutation and allowed subject to examination by a Medical Board.

The date on which the Medical Board signs the medical report shall be the date of effect for the difference of the amount of the portion of pension for which the medical examination is conducted.

(3) If the applicant makes any statement found, to be false within his knowledge or willfully suppresses any material fact in answer to any question, written or oral put to him in connection

with his medical examination, the Government may cancel the sanction at any time before payment is actually made; and such a statement or suppression may be treated as grave misconduct for the purpose of rule 20 of Assam Service (Pension) Rules, 1969.

Note. - The words 'Article 15 of the Assam Pension Manual' in sub-rule (3) of rule 12 have been substituted by the words, "rule 20 of Assam Services (Pension) Rules, 1969".¹

13. (i) Before any commutation is administratively sanctioned, the applicant must be examined by the proper medical authority hereinafter prescribed :

(ii) The medical authority shall be -

(a) in the case of any applicant unless the total amount or amounts of pension to be commuted, together with the amount or amounts previously commuted, if any, is Rs. 25 or less, a Medical Board before which the applicant must appear in person.

Note. - There will be two Medical Boards in Assam one at Shillong which will meet on the first and third Monday of each month at 10 a.m. in the office of the Civil Surgeon, Khasi and Jaintia Hills, Shillong; the other at Dibrugarh which will meet on the last Monday of each month at the Civil Hospital, Dibrugarh at 10 a.m.

The applicant will be required to undertake the journey to the seat of the Board at his own expense and it is open to him, if he is unable to wait for the meeting of the Board at Dibrugarh, to attend the next meeting of the Shillong

Board with approval of the Government. The constitution of the Board is subject to alteration in the manner deemed fit by the Government.

(b) in the case of an applicant not governed by clause (a), who applied for commutation of sum such that the total amount or amounts pension to be commuted together with the amount of amounts previously, commuted, if any, is Rs. 25 or less the Medical Officer not being of lower status than the Civil Surgeon or District not being of lower status than the Civil Surgeon or District Medical Officer, of the area in which he is ordinarily resident.

(iii) the medical authority after obtaining from the applicant a statement in Part I of Form C (which must be signed in its presence) shall subject him to a strict examination, enter the results in Part II of Form-C and record

1. Vide Notification No. FMP-27/70/4, dated 24 th November, 1970 and the amendment has come into force w.e.f. 1 st October, 1969.

its opinion as to the accuracy with which the pensioner has answered the questions prescribed in Part I regarding his medical history and habit. Lastly it shall complete the certificate contained in Part III of Form C, attest the unattested copy of the photograph of the pensioner and obtain in its presence the signature of the pensioner or in case of illiterate person, his left hand thumb and finger impressions, in Part IV of Form-C.

(iv) In the case of an applicant who has been or is about to be granted an invalid pension, the grounds invalidating or the statement of the medical case shall be duly considered by the

certifying medical authority before the certificate (Part III of Form-c) is signed.

(v) If the examination is conducted by a single Medical Officer the applicant himself pay the Medical Officer's Fee, but if he is examined by a Medical Board, he shall pay a fee of Rs. 16 of which 4 shall be paid by him into a Government Treasury and the balance of Rs. 12 in cash to the Board at the time of the medical examination to be retained and divided by the members of the Board themselves. The applicant shall make over the receipt for Rs. 4 to the Board before examination.

(vi) If in the opinion of the medical authority prescribed in clause (ii) some special examination is necessary, which it is not in a position to carry out itself, it may require the applicant to undergo such examination at his own expense by such authority as it may direct.

14. A pensioner, after he has once been rejected on recommendation of the medical authority as not being a fit subject for commutation, or after he has once declined to accept commutation on the basis of an addition of years to his actual age as recommended by that authority may be allowed, on re-examination at his own cost with a view to the review of the original finding; provided that -

- (i) an interval of not less than a year shall elapse between the date of the first medical examination and that of the second, and
- (ii) the second examination shall invariably be made by a Medical Board.

15. The medical authority prescribed in clause (ii) of Rule 13 shall, without delay, forward the completed Form C, Parts I to IV and the copy of the photograph attested by it to the Government in the Finance Department. On receipt back of Form C, duly filled in and the attested photo from the medical authority by Government, will, subject to budget provision, accord their administrative sanction in Form D, retain a copy of Part III of Form C, with them, and forward a copy of the sanction to the Accountant General together with all parts of Form C, in original, including the attested specimen signature or finger impressions taken in presence of the examining medical authority and also the photo attested by the medical authority.

16. The Accounts Officer on receipt of the sanction shall arrange forthwith for payment of the appropriate commuted value and for corresponding reduction of pension. He shall also forward to the Disbursing Officer the Part IV of Form C, containing the signature or thumb and finger impressions taken in the presence of medical authority, and the copy of the photograph attested by it, with instructions that they should be verified with those received with the pension payment order.

17. The lump sum payable on commutation shall be calculated in accordance with a table or tables of current values as prescribed by the Government from time to time. The table of present value in force on the date these rules come into force is as given in the Annexure to these rules.

Note 1. - For the purpose of this rule the age of the pensioner shall be assumed to be of such age, not being less than his actual age as the certifying medical authority may direct.

Note 2. - In the event of the table of present values applicable to an applicant having been modified at any time on or before the date on which the commutation is due to become absolute payment shall be made in accordance with the modified table, but it shall be open to the applicant if the modified table is less favourable to him than that previously in force at the time when the report on his application was made by the Accountant General, to withdraw his application by notice in writing dispatched within 14 days of the date on which he receives notice of the modification.

18. The lump sum payable on commutation shall always be made in rupees in India.

19. A commutation once applied for, sanctioned and given effect to cannot be rescinded, i.e., the portion of the pension commuted cannot be resorted on refund of its capitalized value except in the case of permanent re-employment of a pensioner.

20. if the pensioner dies on or after the day on which commutation become absolute but before the receiving the commutation value, this value shall be paid to his heirs.

21. To enable the Government to secure repayment of the commuted value of the part of any anticipatory pension paid in excess to any pensioner, a declaration in the following form shall be furnished by the pensioner along with his application for commutation.

“Whereas the Governor of Assam has consented provisionally to advance to me the sum of Rs.
.. ..(Rupees) being the commuted value of a part of the anticipatory pension, in

anticipation of the completion of the enquires necessary to enable the Governor to fix the amount of my pension and consequently the part of that pension that may be commuted, I hereby acknowledge that, in accepting advance, I fully understand that the commuted value now is subject to revision on the completion of the necessary formal enquiries and I promise to base no objection to revision on the ground that the provisional amount now to be paid to me as the commuted value of the part of anticipatory pension exceeds the amount to which I may be eventually found entitled. I further promise to repay either in cash or by deduction from subsequent payments of pension any amount advanced to me in excess of the amount to which I may be eventually found entitled.”

22. If any doubt rises as to the interpretation of any of these rules or about the applicability of any of these rules in respect of any Government servant who was governed by the Assam Civil Pensions (Commutation) Rules in Appendix I of the Assam Pension Manual, 1939, immediately before the commencement of these rules the matter shall be referred to the Governor whose decision thereon shall be final.

23. Where the Governor of Assam is satisfied that the operation of any these rules causes undue hardship in any particular case, he may order to dispense with or relax the requirement of the particular rule of rules to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner provided that the case shall not be dealt with in manner less favourable provided in these rules.

**FORM A. A.S. (C.P.) R.
FORM A**

Part I

Commutation of Pension

Form of Application

(To be filled in by the applicant)

I, Shri desire to commute
Rs. P. of my *pension
have answered correctly each
and all of the questions below
Two copies of the passport size
photograph (one attested copy
and another not attested) are
furnished.

Space for photograph

Place
Date

Signature
Designation
Address

Question

Answers

1. What is the date of your birth ?
- **2. How much of your pension do you wish to commute ?
3. (a) Have you already commuted a portion of your pension ?
If so, give particulars.

* The Class of pension (superannuation, retiring, invalid, compensation) should be stated and if the amount of pension is not known, a suitable modification should be made in Form.

** In case of anticipatory pension, the pensioner may if he so desires indicate his intention to commute the maximum amount in the event of his final pension being more than the anticipatory pension. In such a case, the amount proposed to be commuted may, alternatively, be expressed in terms of a percentage of full pension within the maximum permissible limit. The pensioner may also indicate whether he anticipates that the final amount of pension that he would be entitled to commute might exceed |Rs. 25 in case he desires to commute a sum exceeding Rs. 25.

Questions

Answers

(b) Has any application from you for commutation of pension ever been rejected or have you ever accepted/declined to accept commutation of pension on the basis of an addition of your actual age recommended by medical authority ? If so, give particulars.

4. From what treasury do you draw or propose to draw your pension and Commutation money ?
5. (a) If you are already drawing your pension quote the number of your Pension
Payment Order or Colonial Warrant.

(b) State specifically whether you are drawing an anticipatory pension.
5. Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to have effect.

7. At what station near the area in which you prefer your medical examination to take place ?

8. (a) Are you on re-employment or likely to be re-employed soon ?
 - (b) If so, name the authority under whom you are re-employed or likely to be re-employed.
 - (c) State your designation and address on re-employment.
 - (d) Whether your pension has been or will be allowed to be drawn in whole or in part during re-employment, or it has been held in abeyance during re-employment.

9. State the amount of provident fund money (including any non-refundable withdrawals) and the amount of death-cum-retirement gratuity received by you.

10. Name the Accounts Officer who authorised the payment of provident fund money (including any non-refundable withdrawal) and death-cum-retirement gratuity to you.

Place

Date

Signature

[To be filled in by the forwarding authority in cases governed by rule (1)-(3)].

MEMO NO.

Dated ... the 19.

Forwarded to the account General, Assam, Shillong for favour of report.

Signature
Designation

FORM A

Part II

(For use in Accountant General's Office)

For warded to the Secretary to the Government of Assam in the Finance Department.

2. Subject to the medical authority's recommending commutation, the lump sum payable will be stated as below :

Sum payable if the commutation becomes absolute before the applicant's next birthday which falls on19.	On the basis of normal age. i.e., ---years --- ---Rs. do do plus 1 years. i.e., ---years --- ---Rs. do do plus 2 years, i.e., ---years --- ---Rs. do do plus
--	--

3 years, i.e., ---years --
---Rs.

do do

plus

4 years, i.e., ---years --
---Rs.

do do

plus

5 years, i.e., ---years --
---Rs.

do do

plus

Sum payable, if the
commutation becomes
absolute after the
applicant's next birthday
but one.

On the basis of
normal age.

i.e., ---years --
---Rs.

do do

plus

1 years. i.e., ---years --
---Rs.

do do

plus

2 years, i.e., ---years --
---Rs.

do do

plus

3 years, i.e., ---years --
---Rs.

do do

plus

4 years, i.e., ---years --
--Rs.

do do
plus

5 years, i.e., ---years --
--Rs.

do do
plus

The sum of payable will be charged on –
Central RevenuesRs.

The State Government of Assam
Rs.

Station : Shillong.

No.

Dated the

designation of

Signature and

Accounts Officer

FORM B, A.S. (C.P.) R.
FORM B

Part I

Commutation of Pension

Subject to the medical authority's recommending commutation and the conditions prescribed in Part II of this Form, the lump sum payable will be as stated below :

Sum payable if the commutation becomes absolute before the applicant's next birthday which falls on 19.	On the basis of normal age, i.e., -- -- -- --years -- -- --Rs. do do plus 1 year, i.e., -- -- -- --years -- -- --Rs. do do plus 2 years, i.e., -- -- -- --years -- -- --Rs. do do plus 3 years, i.e., -- -- -- --years -- -- --Rs. do do plus 4 years, i.e., -- -- -- --years -- -- --Rs. do do. Plus
---	---

Sum payable, if the commutation becomes absolute after the applicant's next birthday but one.

5 years, i.e., ---years --
 ---Rs.
 do do
 plus

On the basis of normal age,
 i.e., ---years --
 ---Rs.
 do do
 plus

1 year, i.e., ---years --
 ---Rs.
 do do
 plus

2 years, i.e., ---years --
 ---Rs.
 do do
 plus

3 years, i.e., ---years --
 ---Rs.
 do do
 plus

4 years, i.e., ---years --
 ---Rs.
 do do
 plus

5 years, i.e., ---years --
 ---Rs.
 do do
 plus

Station : Shillong

Signed

..
Dated
Accounts Officer

Assistant

FORM B

Part II

The commutation for a lump sum payment of the
.. .. pension of Rs. P. of Shri
.. .. is calculated on the basis of the report of the
Accounts Officer contained in Part I above. The sum payable will
be the sum appropriate to the applicant's age on his birthday next
after the date on which the commutation becomes absolute or, if
the medical authority directs that shall be added to that age, to the
consequent assumed age.

2. Shriis directed to appear for
medical examination before the Civil Surgeon within
two months from the date of this Memo.

State Standing Medical Board at Shillong/ Dibrugarh to be held in the office of the Civil Surgeon, United Khasi and Jaintia Hills, Shillong.
--

Civil Hospital, Dibrugarh onat 9-30 a.m. and
to bring with him the enclosed Form C with the particulars
required in Part I completed except for signature.

3. If the applicant finds himself unable to appear before
the Medical Board on the appointed date he should inform it at
least 7 days before the

4. The applicant shall pay the necessary fees of the medical authority as also for Government where necessary.

Under-Secretary to the
Government
of Assam in the Finance
Department

MEMO NO. FMP

Dated, Shillong, the

.. ..

¹To

Shri

²The

President, State Standing Medical Board, Shillong/Dibrugarh, for favour of arranging the medical examination of the pensioner and report in prescribed Form Part II, Part III and Part IV of Form C enclosed. The applicant should produce Part I of Form C forwarded to him and sign the declaration therein the presence of the examining medical authority which may be attested. Signature or left hand thumb and finger impressions of the applicant may be obtained in Part IV of Form C and attested. One copy of the photograph of the applicant is also enclosed for favour of attestation at the time of medical examination. All the documents duly completed (Parts I, II, III and IV of Form C and the copy of the photograph attested) may be returned to the Government as early as possible after the medical examination is over.

Under-Secretary to the Government of
Assam, Finance Department.

1. Enter name and address of the applicant.
2. Enter designation and address of the medical authority.

FORM C.I., A.S. (C.P.) R.
FORM C

Part I

Statement to be filled in by the applicant for commutation of a portion of his pension under the Assam Service (Commutation of Pension) Rules.

The applicant must complete this statement prior to his Examination by the And must sign the (her enter name of the Medical Authority) declaration appended thereto in the presence of that authority.

1. State your name in full (in Block letters).
2. State your place of birth.
3. State your age and date of birth.
4. Furnish the following particulars concerning your family :

1	Father's age, if living, and state of health.
2	Father's age at death and cause of death.
3	Number of brothers living, their ages and state of health
4	Number of brothers dead, their ages at and cause of death
5	Mother's age if living, and state of health.
6	Mother's age at death and cause of death.
7	Number of sisters living, their ages and state of health
8	Number of sisters death, their ages at the cause of death

5. Have any of your near relations suffered from tuberculosis consumption, scrofula), cancer, asthma, fits, epilepsy, insanity, or any other nervous disease ?
6. have you ever been abroad ? Where and what for period and how long age?
7. have you ever served in the Navy, Army, air Force, or in any Government Department ?
8. Have you ever been examined –
 - (a) for life Insurance, or/ and
 - (b) by any Government Medical Officer or State Medical Board, Civil or Military ?If, so state details and with what result ?
9. Have you ever been granted leave on Medical Certificate ? If so, state periods of leave and nature of illness ?
10. Have you ever –
 - (a) had small-pox, intermittent or any other fever, enlargement or supportation of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, epilepsy, insanity, or other disease of the ear, syphilis gonorrhoea, or

(b) had any other disease or injury which required confinement or bed or medical or surgical treatment, or

(c) undergone any surgical operation, or

(d) suffered from any illness, wound or injury sustained while on active service with his Majesty's Forces during World War II?

11. Have you rupture?
12. Have you vericoccele, varicose veins or piles?
13. is you vision in each eye good?
14. Is your hearing in each ear good?
15. Have you any congenital or acquired malformation, defect or deformity?
16. When were you vaccinated?

17. Is there any further matter concerning your health not covered by the above questions such as presence of albumen or sugarin the urine, marked increase or decrease in you r weight in the last three months and the nature of illness for which such treatment was taken?

Declaration by applicant

(To be singed in the presence of the medical authority).

I declare all the above answers to be, to the best of my belief, true and correct.

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by willfully making in false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having my pension withheld or withdrawn under the relevant pension rules.

Signed in presence of

Applicant's signature
Signature and designation of
Medical Authority.

FORM C
Part II

Commutation of pension

(To be filled in by the examining medical authority)

1. Name of the applicant.
2. Apparent age.
3. Height.
4. Weight.
5. Girth of abdomen at level of umbilicus.
6. Pulse rate –
 - (a) Sitting
 - (b) Standing.

What is character of pulse ?

7. What is condition of arteries?
8. Blood pressure –

- (a) Systolic.
 - (b) Diastolic.
9. Is there any evidence of disease of the main organs -
 - (a) Heart.
 - (b) Lungs.
 - (c) Liver
 - (d) Spleen
 - (e) .
 - (f)
 - (g)
 - (h)
 10. Does chemical examination of urine show - (i) albumen, (ii) Sugar? State specific gravity.
 11. Has the applicant a rupture? If so state the kind and if reducible.
 12. Describe any scars or identifying marks.
 13. Any additional information.

Station

Signature and designation of
Examining Medical Authority

Date

FORM C

Part III

(i) I/We have carefully examinedand
am/are of pinion that he is/is not in good bodily health and
has the prospect of an average duration of life is not a fit
subject for commutation .

Or

(ii) In the case of an impaired life which is yet considered a fit
subject for commutation -

I/We have carefully examined
.. and am/are of opinion that he is suffering from ..
.. .. ., his age for the
purpose of commutation, i.e., his age next birthday should
be taken to be

Station

Signature and designation of
Examining Medical Authority

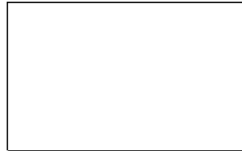
Date

Score (i) or (ii) as the case may be.

FORM C

Part IV

Photograph of the pensioner to
be attested by the examining Medical Authority



Signature and designation of
the examining Medical Authority

1. Name of the pensioner
..
2. Signature of the pensioner
..
3. Left hand thumb and finger impressions of non-Gazetted
Government servants in the case of illiterate persons only.

Taken in y/our presence.

Station

Signature and designation of
Examining Medical Authority

Date

FORM D

**Government of Assam
Order by the Governor of Assam
Finance Department, Pension Branch**

Shillong, the19.

The Governor of Assam is please to accord sanction to the commutation of a sum of Rs. (Rupees) out of monthly pension of Rs.) granted toRupees..

A lump sum amount of Rs.(Rupees being the capitalized value of Rs. should be paid to him form the treasury form which he drawn his pension as soon as possible and the payment of the commuted portion of the pension will cease with effect from the19, i.e., the date of medical examination.

Under-Secretary to the Government of Assam,
Finance Department

Signature and designation of the
Sanctioning Authority

ANNEXURE I

Commutation table, prescribed under Rule 17 of the Assam Services (Commutation of Pension) Rules, 1965

Commutation value for a pension of rupee one per annum

Age next birthday	Commutation value expressed as number of years purchased	Age Next birthday	Commutation value expressed as number of years purchased
1	2	1	2
17	20.33	25	19.33
18	20.22	26	19.18
19	20.11	27	19.02
20	19.99	28	18.86
21	19.87	29	18.69
22	19.75	30	18.51
23	19.61	31	18.32
24	19.48	32	18.13

Age Next Birthday	Commutation value expressed as number of years purchased	Age next birthday	Commutation value expressed as number of years purchased
1	2	1	2
33	17.93	60	10.05
34	17.72	61	9.70
35	17.50	62	9.36
36	17.28	63	9.02

37	17.05	64	8.68
38	16.80	65	8.34
39	16.56	66	8.00
40	16.30	67	7.67
41	16.04	68	7.34
42	15.77	69	7.02
43	15.49	70	6.70
44	15.21	71	6.39
45	14.92	72	6.09
46	14.62	73	5.80
47	14.32	74	5.51
48	14.02	75	5.53
49	13.71	76	4.96
50	13.39	77	4.70
51	13.07	78	4.45
52	12.76	79	4.20
53	12.42	80	3.97
54	12.09	81	3.75
55	11.75	82	3.54
56	11.42	83	3.34
57	11.08	84	3.15
58	10.73	85	2.97
59	10.39		

Note. - This Table is based on a rate of interest of 4 per cent, per annum.

ANNEXURE II
Commutation Table

Prescribed under rule 17 of the Assam Services
(Commutation of Pension) Rules, 1965.

Commutation of value for a pension of Rs. One per annum.

Age next birthday	Commutation value expressed as number of years purchased	Age next birthday	Commutation value expressed as number of years purchased
1	2	1	2
17	19.24	52	12.50
18	19.15	53	12.20
19	19.06	54	11.89
20	18.96	55	11.58
21	18.76	57	11.26
22	18.76	57	10.94
23	18.64	58	10.62
24	18.53	59	10.29
25	18.40	60	9.97
26	18.28	61	9.64
27	18.14	62	9.31
28	18.00	63	8.99
29	17.85	64	8.66
30	17.70	65	8.34
31	17.54	66	8.01
32	17.37	68	7.69

33	17.20	68	7.37
34	17.01	70	7.06
35	16.82	70	6.75
36	16.62	71	6.45
37	16.42	72	6.15
38	16.20	73	5.86
39	15.98	74	5.58
40	15.75	75	5.30
41	15.52	76	5.03
42	15.27	77	4.78
43	15.02	78	4.52
44	14.76	79	2.28
45	14.50	80	2.05
46	14.23	81	2.83
47	13.96	82	2.62
48	13.68	83	2.42
49	13.39	84	2.23
50	13.10	85	2.04
51	12.80		

Note . - This Table is based on a rate of interest of 4.75 per cent, per annum and takes affect from 1st April, 1967. [Rf. No. F/MP.- 1/67/3, dated 31st March, 1967].

SUB : Restoration of Commuted Portion of Pension

No. F.M.P. 75/81/137 dated 26th August, 1986¹ - In partial modification of this Department's Office Memorandum No. F.M.P. 75/81/104, dated 23rd April, the 1987, Governor of Assam

is pleased to allow restoration of commuted portion of pension after 14 years from the date of commutation. These orders shall come into force with effect from 1st April, 1987.

Other terms and conditions shall remain the same as laid down in this Department's O.M. No. F.M.P. 75/81/104, dated 23rd April, 1987.

Commissioner & Secretary to Government.

Published in Assam Gazette, Part II-A, dated 4-10-89, Page-1139.
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**Payment of Arrears of Pension
(Nomination) Rules, 1987¹**

Notification No. FMP. 21/82/101, dated 28-8-1987. – In exercise of the powers conferred by Section 14 of the Pensions Act, 1871 (XXIII of 1871), the State Government hereby makes the following Rules, namely :-

1. Short title and commencement. (1) These rules may be called the Assam Payment of Arrears of Pension (Nomination) Rules, 1987.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application. - These rules shall apply to the State Government pensioners who are in receipt of any pension under the rules which govern such pensioners and which is payable by the Government out the Consolidated Fund of the State of Assam.

3. Definitions. - In these rules, unless there is anything repugnant in the subject or context : -

- (a) "Act" means the Pensions Act, 1871 (XXIII of 1871);
- (b) "Form" means a Form appended to these rules;
- (c) "Nomination" means nomination made under these rules;
- (d) "Pension Disbursing Authority" means the authority through whom pension is drawn and includes : -
 - (i) branch of a nominated public sector bank; or
 - (ii) treasury including sub-treasury; or
 - (iii) Accounts Officer.

4. Nominee of pensioner to receive arrears of pension.

- Any pensioner to whom any pension is payable by the Government out of the Consolidated Fund of the State of Assam may nominate any other person the (hereinafter referred to as the nominee) in accordance with, the provisions of Rule 5 who shall receive, after the death of the pensioner all moneys payable to the pensioner on account of such pension on, or before after the date such nomination and which remain unpaid immediately before the death of the pensioner.

5. Nominations. - (1) Every pensioners who has retired on or before the date of commencement of these rules shall nominate any person for the purpose of the Rule 4 in Form 'A' and submit it, in triplicate, by personal service after taking receipt or by sending through registered post acknowledgment due to the respective Pension Disbursing Authority through whom pension is drawn.

1. Published in the Assam Gazette, Pt. II-A, dated 11-11-1987, page 1471-1464.
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(2) Within thirty days of the receipt of nomination in Form 'A' as referred to in sub-rule (i), the Pension Disbursing Authority shall get the particulars of the pensioner, as mentioned in Form 'A' verified with reference to the available records and return to the pensioner, after obtaining a receipt thereof, the duplicate copy of the nomination in Form 'A' duly attested by him or an officer authorised by him in this behalf. The triplicate copy shall be sent to the Head of Office or Department from where the pensioner had retired while the original copy of the nomination shall be recorded.

(3) Every employee who is due to retire after the date of commencement of these rules shall, submit the nomination in triplicate, in Form 'A' to the Head of Office or the Department from where he is retiring within three months before or after the date of retirement.

(4) Within thirty days of the receipt of the nomination in Form 'A' under sub-rule (3) the Head of Office shall get the particulars of the pensioner, as mentioned in Form 'A' verified with reference to the records of the establishment and return to the pensioner, after obtaining the receipt thereof, a duplicate copy of the nomination in Form 'A', duly attested by him or by an officer authorised by him in this behalf. The triplicate copy duly accepted shall be sent to the Accountant General, who shall pass it on to the Pension Disbursing Authority along with the Pension Payment Order. If the Pension Payment order has already been issued in a particular case the nomination shall be sent separately quoting P.P.O. number and other particulars of the pensioner to enable the Pension Disbursing Authority to link it up with the Pension Payment Order.

(5) A notice of modification of nomination including cases where a nominee predeceases the pensioner shall be submitted in triplicate in Form 'B' to the Pension Disbursing Authority in the manner specified in sub-rule (1) and thereafter the provisions of sub-rule (2) shall apply mutatis-mutandis with modification as if it was made under sub-rule (1).

(6) A nomination or a fresh nomination or a notice of modification of nomination shall be signed by the pensioner, or if he is illiterate shall bear his thumb impression given in the presence of two witnesses who shall also sign a declaration to that effect in the nomination, fresh nomination or notice of modification of nomination, as the case may be.

(7) Nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereof by the Pension Disbursing Authority or the Head of Office, as the case may be.

6. Accepted nomination to be conclusive proof. -

A nomination made under Rule 5 and accepted by the Pension Disbursing Authority or the Head of Office, shall be a conclusive proof with regard to the person nominated to receive arrears of pension of the pensioner under these rules.

7. Mode of payment of arrears. - The arrears of pension payable under these rules shall be paid in accordance with the provision of the existing rules governing the mode of payment pension.

8. Interpretation. - Where any doubt arises as to the interpretation of these rules, the matter shall be referred to the

Government of Assam, Finance (Audit and Fund) Department,
Dispur for decision.

(FORM – A)
(See Rule 5)

Pension Disbursing Authority/Head of Office
(Name of Bank/Treasury/Post Office/Accounts Officer etc.)
Place

I, Hereby nominee the person
(Name of the pensioner in Capital letters)

Name below under the rule 5 of the Payment of Arrears of
pension (Nomination) Rules, 1987.

If nominee is minor

Name and address of the nominee	Relation-ship with pensioner	Date of birth	Name & address of person who may receive the said pension during the nominee's minority	Name & address of other nominee in case of nominee under Col.(1) above predeceases the pensioner	Relation-ship with pensioner	Date of birth if the other nominee is minor	Name & address of person who may receive the pension during the	Contingency on the happening of which nomination shall become invalid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Place Date

Witness : Signature

Name

and name

Address

Signature (or thumb
impression) if illiterate

of pensioner

Address :

Signature of pension Disbursing Authority /Head Office

Acknowledgement to be sent by the pension
Disbursing Authority/ Head of Office Certified that
application/nomination has been received from
..... (Name of Pensioner) whose address is
.....

Signature of Pension
Disbursing Authority
Bank/Treasury/Post
Office/Accounts Officer/ Head
of Office.

Place

Date

Full Address :

FORM-B
[See Rule 5 (5)]

To

The Pension Disbursing Authority

Name of the Bank/Treasury/Post Office/ Accounts Officer

etc.

Place

I, hereby make the following

(Name of pensioner in capital letters)

alternative nomination in cancellation of the previous nomination made on under rule 5 of the payment of Arrears of Pension (Nomination) Rules, 1987.

If nominee is minor

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Name and address of nominee	Relation-ship with pensioner	Date of birth	Name & address of person who may receive the said pension during the nominees minority	Name & address of other nominee in case of nominee under Col.(1) above predeceases the pensioner	Relation-ship with pensioner	Date of birth if the other nominee is minor	Name & address of person who may receive the pension during the other nominee's minority	Contingency on the happening of which nomination shall become invalid

Place Signature (on thumb
impression if illiterate)

Date and name of pensioner

Witnesses : Signature Address :

Name Signature of pension

Disbursing Authority

Address Date Stamp

Certified that application/nomination (Form-B) has been received
from

(Name of the pensioner) whose address is

Form A has been cancelled and returned to him

Place Signature of Pension Disbursing

Authority P.O./

Date Bank/Treasury with full address

.....

of Assam,

Deputy Secretary to the Govt.

Finance (A. & F.) Department.

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