

(EXTRACT FROM THE ASSAM GAZETTE, DECEMBER 24, 1986
PART IIA, PAGE NO. 1575 TO 1579)

The 24th June, 1986

OFFICE MEMORANDUM

Sub: Simplification of procedures for payment of Superannuation Pension and Death-Cum-Retirement gratuity, Revised Forms thereof.

No.FMP.7/85/27 – Instruction regarding simplification of procedures with a view to eliminating delay in the payment of superannuation pension and Death-cum-Retirement gratuity have been issued in this Department's O.M.No.FAP/SC/9/76/5 dated 29th April/1976 and O.M.No.FAP/SC/9/76/5 dated January/1978, under which the system of routing the pension papers through Head of Departments/Administrative Departments for according the Administrative sanction has been dispensed with vide para 6 of the above O.M. dated 29th April/1976. The Head of office is competent to forward the pension paper to the Comptroller, AAU, Jorhat under his signature. For the purpose of forwarding the pension papers to the Comptroller, AAU, Jorhat the Head of office will mean a Gazetted AAU servant recognized as such by the University in the administrative Dept. or the Head of Department under whom he may be employed. Accordingly, the Vice-Chancellor of Assam is pleased to revise the existing Form No.2 of A.S.(P) Rules, 1969 as at (**Annexure-I**).

As a measures of further simplification, it has also been decided that it will not be necessary for a University servant to submit his application for pension in existing Form No.1 as prescribed in A.S.(P) Rules, 1969. It will henceforth be the responsibility of the Head of Office concerned to obtain from the retiring University servant the particulars as in the revised Form No. 1 (**Annexure-II**) eight months before the date of his retirement and to forward the same alongwith other pension paper (Viz. Revised Form No.2, Service Book, etc.) under the prescribed form of covering letter issued under O.M. No. FMP.47/83/24, dated 29th, November, 1984 as amended at (**Annexure-III**) (Form No.19) to the Assam Agricultural University servant.

University servants who have already applied for pension in existing Form No.1 and the pension papers which have already been sent to the Administrative Department/Head of Department for administrative Sanction need not be processed further in revised Form.

The formal amendment of A.S.(P) Rules, 1969 will be issued separately.

All pension papers must be routed through the Appointing Authority.

FORM NO.1.

ANNEXURE – II

Particulars to be obtained by the Head of Office from the retiring AAU servant eight months before the date of his retirement.

1. Name :
2. Date of birth :
3. Date of retirement :
4. Two * slips containing two specimen signatures each duly attested by a Gazetted Officer. :
5. Three copies of passport size joint photograph with wife/husband duly attested by Head of Office (Photograph of self only, in case of AAU servant is unmarried or a widow or a widower) :
6. Two ** slips each showing particulars of height and personal Identification marks duly attested by a Gazetted Officer. :
7. Present address :
8. Address after retirement (Any subsequent change of address should be notified to the Head of Office). :
9. Details of the family members as in form No.1A. :
10. Name of the Bank/Bank Branch through which pension is to be drawn. .

Signature
Designation:
Department/Office: ,

*Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a pensioner who is not literate enough to sign his name. If such, AAU servant on account of physical disability is unable to give left hand thumb and finger impression he may give thumb and finger impression of the right hand. Where a AAU servant has lost both the hands, he may give his toe impression. Impression should be duly attested by a Gazetted Officer.

** Specify a few conspicuous marks, not less than two if possible.

ANNEXURE – I

FORM 2

Form for assessing pension and Gratuity
(To be sent in duplicate if payment is desired in a different circle of accounting unit.)

PART – I

1. Name of the A.A.U. Servant :
2. Father's Name (and also Husband's name :
in the case of female AAU servant).
3. Date of birth (by Christian Era). :
4. Religion. :
5. (a) Permanent residential address showing :
Village, Town, Street, Lane, Pin Code,
Police Station, District & State
(b) Telephone No. & Mobile No.
6. Present or last appointment including :
name of establishment and department. .
- i) Substantive. :
- ii) Officiating, if any. :
7. Date of beginning of Service. :
8. Date of ending of Service. :
- 9.(a) Total period of Military Service if any. :
- (b) Date of commencement and each period :
of Military Service.
- (c) Amount and nature of any pension/ :
Gratuity received for the Military Service
10. Amount and nature of any pension/ :
Gratuity received for previous Civil
Service.
11. Government under which service has
rendered in order of employment.
12. Class of Pension applicable :

13. The date on which action initiated to – :
- i) Obtain the 'No demand Certificate' from the Estate Officer/Executive Engineer, D.P.P./Chief Librarian etc. :
- ii) Assess the service and emoluments qualifying for pension, and :
- iii) Assess the AAU dues other than the dues relating to the allotment of AAU accommodation. :
14. Details of omission, imperfections or deficiencies in the Service book which have been ignored. :
15. Total length of qualifying service for the purpose of adding towards broken periods, month is reckoned as thirty days. :
16. Periods non-qualifying service From (Any reference to be mentioned) :
- i) Interruption in Service condoned :
- ii) Extra-Ordinary leave not qualifying for pension. :
- iii) Period of suspension not treated as qualifying service. :
- iv) Any other service not treated as qualifying service. :
- Total: _____ :
-
17. Emoluments reckoning for Gratuity _____ :
18. Average emoluments for calculation of pension. _____ :
- * Emoluments drawn during the last ten months of service.

Post held	From	To	Pay	Personal pay or special pay	Average Emoluments
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Statement enclosed

*(i) In case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments. :

(ii) The calculation of average emoluments should be based on actual number of days contained in each month. :

19. Date on which Formal has been obtained from the AAU servant (to be obtained eight months before the date of retirement of AAU servant). :

20.(i) Proposed pension :

ii) Proposed relief, on pension. :

21. Proposed gratuity/death-cum-retirement gratuity. :

22. Date from which pension is to commence. :

23. Proposed amount of provisional pension. (If Departmental or Judicial proceedings where instituted against the AAU Servant before retirement). :

24. Details of AAU dues recoverable out of gratuity :

i) Licence fee/Rent for the allotment of AAU accommodation. :

ii) Other dues, if any :

25. Whether nomination made for :

i) Death cum-retirement gratuity :

26. Whether Family pension rules, 1964 are applicable to the AAU servant and if so. :

i) Pay reckning of the Family pension. :

ii) The amount of the Family pension becoming payable to the family of the AAU servant, if death takes place after retirement. :

iii) Complete and up-to-date details of the family as given in Form – I A. :

<u>Sl.No</u>	<u>Name of the member of the family</u>	<u>Death or birth</u>	<u>Relationship with the AAU servant.</u>
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1.

2.

3.

4.

27. Height :
28. Identification marks :
29. Place of payment of pension (Bank or Branch of public sector Bank) :
30. Head of Account to which pension and Gratuity are debitale. :

Signature

Date

Designation:-

(Head of Office)

PART-II
Section -I

ACCOUNT ENFACEMENT:

1. Total period of qualifying Service, which has been accepted for the grant of superannuation of retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowances indicate part -1 of this Form) :
2. Amount of superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity that has been admitted. :
3. The date from which superannuation or retiring or invalid compensation or compulsory retirement pension or Gratuity is admissible. :
4. Head of Account to which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is chargeable. :
5. The amount of the Family Pension 1964 becoming payable to the entitled members of the family in the event of death of the AAU servant after retirement. :

SECTION – II

1. Name of the AAU Servant :
2. Class of pension of gratuity :
3. Amount of pension authorized :
4. Amount of gratuity authorized :
5. Date of commencement of pension :
6. Amount of family pension in the event of death after retirement. :
7. The amount of relief admissible on pension. :
8. The AAU dues recoverable out of the gratuity before authorizing its payment. :
9. The amount of cash deposit or the amount of gratuity held cover for adjustment of unassessed AAU dues. :
10. Date on which the pension papers received by the Asstt. Comptroller. :

Comptroller,
Assam Agricultural University,
Jorhat-785 013

ANNEXURE – II
FORM NO. 19

FORM OF LETTER TO THE COMPTROLLER, AAU JORHAT
FORWARDING THE PENSION PAPERS OF AAU SERVANT.

To

The Comptroller,
Assam Agricultural University,
Jorhat-13.

Sub: Pension papers of Sri/Smt./Kumari/Dr. _____
_____ for authorization of pension.

Sir,

I have the honour to/I am directed to forward herewith the pension papers of
Sri/Smt./Kumari/Dr. _____ for further necessary action.

The details of AAU dues which will remain outstanding on the date of retirement
of AAU servant and which need to be recovered out of the amount of death –cum-
retirement gratuity are indicated below:

(a) Balance of the house building of convene advance or any other advance.	Rs.	
(b) Over payment of pay and allowances including leave salary.	Rs.	
(c) Arrears licence fee rent for occupation of AAU accommodation.	Rs.	
(d) Any other assessed dues and the nature thereof.	Rs.	
(e) The amount of gratuity to be with held for adjustment of unassessed dues if any.	Rs.	
	Total	Rs. p.m.
(f) Provisional pension authorized (if any) (copy enclosed)	Rs.	
(g) Provisional gratuity authorized (if any) (copy enclosed)	Rs.	

Yours faithfully,

Head of Office

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FORM NO. 1 A
Details of Family.

Name of the AAU servant :

Designation :

Date of birth

Date of Appointment

Details of the members of my family as on:

Sl. No.	Name of the members of the family	Date of birth	Relationship with the Officer	Initials of the Head of the Office	Remarks
1	2	3	4	5	6
1.					
2.					
3.					
4.					

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition or alteration.

Place:
Date, the _____

Signature of the AAU Servant

Note: Details for this purpose means family as defined in Rule – 143 (1) of A.S.(P) Rules, 1969.

Form "A"
 COMMUTATION OF PENSION (Part-I)
 FORM OF APPLICATION
 (to be filled in by the applicant)

I Sri _____ desire to commute Rs...1/3
 (one third) _____ out of my monthly superannuation / retiring pension
 of Rs. _____.

I certify that I have answered correctly each and all of the questions below. Two
 copies of passport size photograph (one attested copy, another not attested) are furnished.

Signature _____

Designation :-

Address :-

QUESTIONS :-

Sl. No.	Questions	Answers
1	What is your Birth Day	
2	Date of your superannuation	
3	Date of application	
4	How much of pension do you wish to commute	
5	a) Have you already commuted a portion of your pension; if so give particulars b) Have any application form of commutation of pension ever been rejected or have you ever accepted decline to accept. c) Commutation of pension on the basis of an addition of years to your actual age recommended by Medical Authority; if so give particulars	
6	From what treasury do you draw or propose to draw your pension and commutation money.	
7	If you are drawing your pension quoted the number of your pension payment order or Colonial warrant	
08	Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to have effect;	
09	At what station near the area in which you are ordinarily resident which you prefer your medical examination to make place.	
10(a)	Are you on re-employment or nlikely to be re-employed soon	
(b)	If so, name the authority under whom you are re-employed under 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.	
11.	State the amount of provident fund money (including any non-refundable withdrawal and the amount of death-cum-retirement gratuity received by you)	
12	Name the Accounts Officer who authorized the payment of provident fund money (including any non-refundable withdrawal) and death-cum-retirement.	

Date:

Signature:

The class of pension on superannuation, retiring, invalid, compensation should be stated, and if the amount of pension is not known, a suitable modification should be made in the pension. The portion of the pension to be commuted should consist of whole rupees or of rupees and a multiple of five paise.

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. To such a case, the amount proposed to be commuted, 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 will exceed Rs. 25% in case he desires to commute a sum exceeding Rs. 25% to be filled in by the forwarding authority, in case of pension governed by rule 7 (1)-(1).

Memo No.

Dated

Forwarded to the Comptroller, Assam Agricultural University, Jorhat-13 for favour of Admissibility report.

Signature of Head of Office