

GOVERNMENT OF ASSAM  
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION, ASSAM**  
**KAHILIPARA, GUWAHATI-19.**

No. DHE/PEN/Misc/407/2021/7

Dated Kahilipara, the 03-11-2021

From : Sri Dharma Kanta Mili, ACS,  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To,  
1. The Registrar of University (Newly upgradation from Provincialised colleges of Assam).  
2. The Principal, (All Provincialised colleges/ Mahavidyalaya of Assam)

Sub : Streamline of the process of issue of Pension and Pensionary benefit to  
Professor/Principal etc. of Provincialised colleges under Higher Education  
Department.

Ref: Govt. letter No. AHE.506/2021/13 dated- 30-10-2021.

Sir/Madam,

With reference to the subject cited above, I have the honour to inform you that, the Govt. have issued instruction for Streamling of the process of issue of pension & pensionary benefits to the Professor/Principal etc. of provincialised colleges under Higher Education Department vide O.M. quoted under reference.

In view of above, the Govt. have issued instruction to implement the following process:-

1. Principal of the provincialised colleges are authorized to send pension proposals of the incumbents under his respective jurisdiction directly to the A.G., Office, Assam as per check list, on receipt of the pensionary documents validated by the DHE, as per para-4.
2. However, the pension matters of the principals may be sent to the DHE office for processing & sending to A.G., Assam as usual.
3. College Principals will send the name(s) to the DHE office of all would be pensioners under his respective jurisdiction as per following format at least one year before superannuation


**Details of employees who are retiring in the next two years (Retirement Profile)**  
**(Monthwise breakup may be given)**

Sl No	Name of the official (gazette and non-gazetted)	GPF Account Number	Date of Birth (DOB) as per Service Book	Date of retirement	Remarks
1					
2					

4. The Principals are also requested to issue pensionary notice (superannuation notice) to each of the incumbent(s) at least ahead of 24 months of their respective date of superannuation. Simultaneously the college authority should prepare the list of would be pensioner(s) alongwith relevant individual pension papers/documents/record to be sent to the DHE office for validation of the same at least 14 months ahead of superannuation.
5. The Principals are requested to submit the pension papers in soft copies with all relevant documents/record as per check list for this purpose through the KRITAGYATA portal which is being made functional for Higher Education Department through AMTRON.
6. The Principal of the colleges are requested to avail the facilities of portal developed by the A.G. for obtaining GPF statement.
7. The Leave Encashment proposal are to be sent alongwith the pension proposal. The Principal concerned has to sign the final proposal and the Leave Account statement certifying the leave availed & actual leave on credit of the pensioners.

This for your information and necessary action.


Yours' faithfully,

  
Director of Higher Education, Assam,  
Kahilipara, Guwahati - 19.  
Dated Kahilipara, the 03-11-2021.

Memo No. DHE/PEN/Misc/407/2021/7-A

Copy to :-

1. The Accountant General, (A & E), Assam, Maidamgaon, Beltola, Guwahati-781029 for information and necessary action.
2. The PS to the Principal Secretary to the Govt. of Assam Higher Education Department, Dispur, Guwahati-6 for appraisal of the Principal Secretary with reference to the Govt. O.M vide No. AHE.506/2021/13 dated- 30-10-2021.
3. The PS to the Secretary to the Govt. of Assam Higher Education Department, Dispur Guwahati-6 for appraisal of the Secretary.

  
Director of Higher Education, Assam,  
Kahilipara, Guwahati - 19.

## ANNEXURE-B

Annexure-A  
11/11/25

### To do list for Pension

#### To do list for Submission of Pension Application by the concerned DDO/PSA/HoO of various Departments to the AG office:

##### Pensioner

Submission of signed Application to the Office of the Accountant General (A&E) through his Department along with the following:-

1. Pension Application Forms in duplicate (i.e. Form No. 1, 1A, 2, 5, & 19)
2. Passport Size Joint Photograph (with spouse) - 3 copies duly attested by Department/ Government.
3. Identification Marks - 2 copies duly attested by the Department/ Government.
4. Specimen signature - 2 sets duly attested by the Department/ Government.
5. Nomination for Life Time Arrears of Pension / Gratuity /CVP.
6. Details of family - with age and marital status (if possible with the date of marriage) and details of handicapped members, if any, with Medical Certificate from a Civil Surgeon.
7. Form 19 showing outstanding Govt. dues, if any along with Provisional Pension, Provisional DCRG sanctioned and disbursed. Sanction order copy of the Provisional Pension & DCRG are to be enclosed.
8. L.P.C.
9. Commutation application in the Form -A.

##### Procedure for Submission of Family Pension claim by the Spouse/ Legal heir(s) of the late Govt. Servant:-

Submission of signed Application to the Office of the Accountant General (A&E) through his Department along with the following:-

1. Family Pension Application Forms in duplicate (i.e. Form No. 1A, 3, 5,6, 9, 10, 20, 21 & 22) and in case of Compassionate Family Pension Forms are 21 A, 10A, 20A, Revised Form 3, revised Form No 9A, revised Form 5, Revised Form 6.
2. Passport Size Photograph of the Family Pensioner - 3 copies duly attested by Department/ Government.
3. Identification Marks of the Family Pensioner - 2 copies duly attested by the Department/ Government.
4. Specimen signature of the Family Pensioner - 2 sets duly attested by the Department/ Government.
5. Nomination for Life Time Arrears of Pension / Gratuity .
6. Details of family members with age and marital status (if possible with the date of marriage) and details of handicapped members, if any, with Medical Certificate from a Civil Surgeon.
7. Form 19 showing outstanding Govt. dues, if any along with Provisional Pension, Provisional DCRG sanctioned and disbursed. Sanction order copy of the Provisional Pension & DCRG are to be enclosed.
8. L.P.C.
9. Death Certificate / Legal Heir ship Certificate in the case of Family Pension along with the application for Family Pension.

##### Department

##### Forwarding of Pension proposal

1. All documents submitted above should be countersigned by the Head of Office.
2. Service book / Service Roll (Date of Birth, Date of Appointment, duly noting the date of retirement, date of confirmation, last pay drawn regulating his pay / Special Pay/Personal Pay etc. service verification done from Date of Appointment to Date of Retirement)
3. Covering letter by the forwarding authority.

## **ANNEXURE-B**

### **To do list for Pension**

#### **Office of the Accountant General (A&E), Assam**

##### **Verification & Authorization**

1. On receipt of the application and after verification of the proposal, AG admits the pensionary benefits based on the qualifying service and Average emoluments and sends the admittance report to the department along with the service book.
2. Authorizes the pensionary benefits in Pension Payment Order (for pension) Gratuity Order & Commutation order (Commutation of the pension) in three copies. 1st copy to the Treasury, 2nd copy to the Pensioner and the 3rd copy to the Department.

Note: Commuted Value of Pension (CVP) is payable at the same Treasury for pension. The admissibility of CVP first reported to the PPG Deptt., Govt. of Assam for sanction & thereafter necessary authority for CVP is issued by AG Office on receipt of sanction order. (CVP is done only on the request of the pensioner to the Department)

##### **Pensioner**

##### **Receipt of Pensionary benefits authorized by Accountant General**

Once PPO, FPPO, GPO is issued from the AG (A&E) Office, the Pensioner should approach the Treasury Officer for payment of Pension, Family Pension, DCRG and CVP by production of the intimation received from the A.G.

**Note:** For any revision or increase in pension, pensioner should approach concerned DDO for fixation of his Pay, necessary verification and attestation of pension papers and Service Book(s) before forwarding them to the AG (A&E) Office through the HoD for authorization of pensionary benefits under the provisions of RoP, 2017 and ASPR, 1969.

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For more information please visit the AG (A&E), Assam official website by clicking the following link

<http://www.agasm.cag.gov.in/forms/Do's%20and%20Don'ts%20for%20Pension.pdf>

[http://www.agasm.cag.gov.in/pension\\_delay.html](http://www.agasm.cag.gov.in/pension_delay.html)

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**ANNEXURE - C**

**Table: 1**

**Details of employees who have retired/deceased in the last three years but whose final payment applications for Pension and/or GPF have not been forwarded to AG (A&E) Office for final processing**

Serial. number	Name of official retired /deceased (gazetted and non-gazetted)	GPF Account Number	Date of Birth (DOB) as per (Service Book)	Date of Retirement (DOR)/ Date of Death (if applicable)	If Pension and/or GPF application(s) was/were not sent, likely date by which they/it will be sent to the AG (A&E), Assam.	Remarks
1.						
2.						

**Table: 2**

**Details of employees who are retiring in the next two years (Retirement Profile)**

**(Monthwise breakup may be given)**

Serial. number	Name of the Official (gazetted and non-gazetted)	GPF Account Number	Date of Birth (DOB) as per Service Book	Date of Retirement (DOR)	Remarks
1.					
2.					

**NOTE:** The information sought in the above two tables can be sent to the O/o the Principal Accountant General (A&E), Assam, preferably by email at [agaeassam@cag.gov.in](mailto:agaeassam@cag.gov.in).