

No. 41441—Pen-52/89 (Pt.)-E

## FINANCE DEPARTMENT

## OFFICE MEMORANDUM

Bhubaneswar, the 8th November 1989

Subject—Maintenance of check list for pension cases.

The undersigned is directed to say that it has been brought to the notice of Government by Accountant-General, Orissa that a majority of pension cases are being received by him in an incomplete shape. Those cases are not accompanied with necessary documents such as I.P.C/N.D.C./order of sanction of pension, etc. Due to such deficiency a large number of pension cases remains unsettled for considerable period causing a lot of hardship to the retired Government servants and leading to avoidable complaints at different levels. With a view to ensure submission of complete pension papers to the Accountant-General two check list as per Annexure-I and Annexure II are prescribed for use of the P.S. As to verify the pension papers/documents meticulously in respect of retirements/death of Government servants. Copy of the relevant check list duly signed by the Pension Sanctioning Authority shall be sent to the Accountant-General alongwith the pension papers.

The procedure indicated above should be strictly followed.

B. B. PAUAI

Additional Secretary to Government

## ANNEXURE I

## CHECK LIST TO BE ACCOMPANIED WITH PENSION CASES.

The following documents are enclosed.

## (A) RETIREMENT CASE :

## PART-I

(a) Retirement due to superannuation and Voluntary/Compulsory reasons.

1. Form OPR-8—Application for Pension.

2. Form ORP-9—Form for assessing Pension and Gratuity.

3. Form OPR-9A—Form for sanctioning Pension duly signed by Head of office and P. S. A. in respective places.

4. Form OPR-9C—Surety Bond duly accepted by P.S.A.

5. Form CPR-2A—Details of Family.

6. Form OPR-1A/1B/ 1C/ 1D—Nomination for D. C. R. Gratuity duly accepted by P. S. A.

7. Identification Documents—(TriPLICATE).

(i) Joint Pass-Port Size Photograph

(ii) Specimen Signature.

(iii) Descriptive Roll.

(iv) Left hand thumb impression.

8. History of Service/Service Book.

ia) History of Service showing periods of qualifying and non-qualifying service indicating periods of L. W. P. Suspension, Break/ interrention in service, duly signed by the P. S. A.

(b) Service Book.

9. L. P. C.

10. Clear and specific N. D. C. and outstanding dues, in case of any recovery the Head of account under which it has to be credited.

11. Statement of Leave (Details of L. W. P. to be shown clearly for deduction from gross qualifying service).

12. Calculation Sheet in respect of pension and/or gratuity and family pension

**(B) RETIREMENT DUE TO INVALIDATION:**

Original Invalidation Certificate from Medical Board in case of Specially Gazetted/Gazetted Officers and from Chief District Medical Officer in other cases in prescribed form to be furnished.

In case of retirement prior to the 29th January 1988 the certificate of invalidation obtained from Medical Board in case of all Gazetted Government Servants and such of those whose pay exceeds Rs. 500 P.M. and in other cases from C. D. M. O. or a Medical Officer of Equivalent status.

**PART-II**

The following checks exercised and documents accompanied with the case.

1. Certified that Services from ..... to ..... i.e. (from commencement till retirement) are verified with reference to acquittance roll/other records and established for full pension and gratuity except for the periods relating to :-

- (a) From ..... to ..... as L. W. P.
- (b) From ..... to ..... suspension treated as such.
- (c) From ..... to ..... as breaks in service.
- (d) From ..... to ..... unauthorised absence.
- (e) From ..... to ..... as dies non.

The periods (a) to (e) if any is/are to be deducted from gross qualifying service.

2. Pay fixation statement for fixation of pay with effect from the 1st January 1974 to the 1st January 1981 and, 1st January 1985, the 1st May 1989 are enclosed with Service Book.

2. Pay fixation statement for fixation commutation of pension provisional gratuity are sanctioned vide No. dt. and drawn vide T. V. No.

**OR**

Certified that :

- (i) Provisional pension/ provisional gratuity and provisional commutation of pension has been sanctioned.
- (ii) Provisional pension/ provisional gratuity/ provisional commutation of pension has not been sanctioned.

Certified that documents mentioned above have been enclosed with the pension papers of Shri ..... Retired and facts mentioned in the item under Part II have been kept on record.

Signature and Designation of Pension Sanctioning Authority

**ANNEXURE II**

**CHECK LIST TO BE ACCOMPANIED WITH THE FAMILY PENSION CASE**

**DEATH CASE—**

The following documents are accompanied :

1. O. P. R. 3—Sanction and assessment of Family Pension.
2. O. P. R. 14—Application for Family Pension indicating the date of birth of the children and the marital status of the daughters as on the date of death of the Government Servant with supporting evidence as to the date of birth.
3. O. P. R. 12—Application for Gratuity for each claimant (Major Members).
4. Death Certificate issued by Registrar of Birth and Death.
5. Legal Heir Certificate.

6. Identification documents such as Photo, Specimen Signature/Left hand Thumb Impression in Triplicate. In respect of all claimants including all Major sons, unmarried major daughters.

7. History of Service/Service Book.

(a) History of services showing periods of qualifying and non-qualifying services indicating periods of leave without pay, suspension, Break/interruption in service duly signed by the P. S. A.

(b) Service Book.

8. E. P. C.

9. Clear and specific N. D. C. and outstanding dues. In case of any recovery the Head of Account under which it has to be credited.

10. Statement of Leave specifying clearly, leave without pay.

11. Calculation sheet in respect of Family Pension and Gratuity.

12. Details of Family in O. P. R. 2-A.

13. Nomination for gratuity in form O. P. R. IA/IB/IC/ID, if any.

14. Legal guardian certificate issued by Collector in case of Minor.

15. Form O.P.R.-20, Form of letter sanctioning Family Pension to the child or children of a retired Government servant who dies after retirement but does not leave a widow/widower.

Checklist (1) and (2) at pre-page may be attached.

COMMUTATION OF PENSION

The following documents to be sent alongwith forwarding letter—

(i) O. P. R. 6/O. P. R.-6C alongwith sanction in Part-III by pension sanctioning Authority.

(ii) O. P. R. 6 B in case of Medical Examination by appropriate authority.

(iii) O. P. R. 6-A Conveying administrative sanction for commutation applied after one year.

NOTE—Certificate of Medical Board in cases of invalid pension and in cases where the total of the amount commuted exceeds Rs. 25 and in other cases certificate of C.D.M.O. or of equivalent rank should be furnished.

NO. 42605-33/89/Pen./F.  
GOVERNMENT OF ORISSA  
FINANCE DEPARTMENT

RESOLUTION

The 28th November 1989

Subject :— Temporary increase in Pension.

In continuation of Finance Department Resolution No.31392-dated 11-8-1989 on the subject noted above the Governor is pleased to grant further one instalment of temporary increase to the State Government Pensioners/Family Pensioners to compensate them for the rise in the cost of living beyond average consumer price index at the following rates with effect from the 1st July, 1989.

Date	Pension/Family Pension per month.	Rate of temporary increase per month
(1)	(2)	(3)
From the 1st July, 1989.	(i) Up to Rs.1,750.00	34%
	(ii) From Rs.1,751.00 but not exceed ing Rs.3,000.00	25% subject to minimum of Rs. 595.00
	(iii) Exceeding Rs.3,000.00.	22% of Pension/Family pension subject to a minimum of Rs. 750.00.