

Things not to forget

While submitting Pension/Family Pension claim papers, all concerned should note and observe the following:

1. Records shall be kept and entered in Service Book, like
 - i) Date of birth of the government servant
 - ii) Date of joining, appointment, confirmation/regularisation
 - iii) Whether it is a re-constructed Service Book
 - iv) If overage appointment condoned, record of the same
 - iv) Record of service ending - pension or death etc.
 - vi) Upto date service verification
 - vii) Record of GIS subscription
 - viii) Change of GIS group, if any
 - ix) Records of pay fixation, increment & upgradation etc
 - x) Records of provisional payments like- Leave Encashment/DCRG/Pension, if any.
2. It should be noted that Pension & Leave Salary contributions have to be paid in case of deputation on foreign service.
3. Guardian is a must for disabled/minor claimants for which Guardianship Certificate issued by Law Court is compulsory. Passport size photo (3 copies, attested) with Descriptive Roll and Specimen signature (2 copies) of the guardian also be submitted.
4. 'Order of Adoption' issued by appropriate law Court is to be submitted in case of adopted son/daughter.
5. Contact numbers of the office and Pensioner/Family Pensioner be provided in the claim papers.
6. Pension/Family Pension claim papers should ordinarily reach office of the Chief Controller of Accounts (CCA) 6 months before date of retirement; *and* immediately, in case of death. Copies of such claim papers/documents be kept by the office concerned for further reference.
7. Photocopy documents, if any, should be attested before submission.
8. 'Income' for the purpose of Family Pension means a sum amount of money earned from all sources.
9. Departments should clearly mention name of the Bank or Treasury Office from which Pension is to be drawn.
10. In case the deceased government servant had previous spouse and children with them; *AND*, if such spouse already died/divorced, the same be made clear with certificate obtained from VCP/LC Chairman concerned.
11. Before submission, kindly ensure that all the required documents/information are furnished.

On GENERAL PROVIDENT FUND (GPF)

NOMINATION

1. Every DDO/HoO may ensure all subscribers have valid GPF Nomination.
2. A subscriber who has a family should make nomination only in favour of one or more members of the family i.e..wife/husband, parents, children, minor brothers, unmarried sisters, deceased son's widows and children and where no parents of the subscriber is alive, a paternal grandparent.
3. Death of the subscriber/nominee should not be specified as contingency on the happening of which the nomination shall become invalid and the date of nomination should be noted without fail.
4. Nomination is to be submitted to the Accounts Officer (CCA) through the Head of Office (Rule No. 5) and witnessed by two persons.

SUBSCRIPTION

1. GPF subscription should be stopped during suspension.
2. Prepare monthly schedules strictly in ascending order of GPF Account No.
3. Prepare separate schedules in respect of subscribers having different departmental coding eg. PW(MZ), PWD(MZ), etc.
4. GPF subscription should be compulsorily discontinued during the last 3 months of service on superannuation.

GPF FINAL PAYMENT : THE CHECK LIST

1. Applications in prescribed forms should be filled up properly by indicating the following information without fail, among others:
 - (a) Date of Retirement and, (b) Current GPF account number.
 - (c) Treasury through which payment should be made.
 - (d) Last fund deduction Bill No. And date with amount.
 - (e) Last fund deduction T.V. No. and date with amount.
 - (f) Advance/NRW sanctioned during the last 12 months of service.
2. Release Order.
3. Credit and Debit statement certified by the concerned DDO/HoO with undertakings.
4. In case of Death (in addition to the above):-
 - (a) Attested copy of Death Certificate
 - (b) Valid Nomination/Heir ship Certificate.
 - (c) DLI application in which subscriber's scale of pay with grade pay should be written clearly.
5. Full name of the DDO/HoO should be shown at least in one place of the application for GPF final payment.

Government of Mizoram Office of the Chief Controller of Accounts Aizawl : Mizoram

A BROCHURE

*for dealing with
Pension and GPF cases*

After the death or retirement of a government servant, it becomes duty of all concerned officials to expedite the process for payment of death or retirement benefits to the families of deceased government servants or to the retired government servants.

This brochure is issued to decrease delay of payments in this regard and for necessary compliance at all levels.

Issued by office of
The Chief Controller of Accounts
Government of Mizoram
Office Phone: 0389-2343381/2347761
Fax 0389-2342588
Email: ant.mizoram@gmail.com

PENSION

Superannuation, Voluntary, Invalid & Compulsory

Pension claim papers must be accompanied by:

1. Release Order [with Acceptance Order for Voluntary; and Medical Certificate (Form 23) for invalid pension]
2. Form 8 (forwarding letter) from the Head of Office
3. Form 7 (Assessment of authorisation)
4. Form 5 (particulars of the retiring govt servant)
5. Form 3 (family declaration)
6. DCRG Nomination (original copy)
7. GIS Nomination (original copy)
8. Last pay certificate - LPC (upto date of pension)
9. Pensioner's passport photo (3 copies) with name imprinted on the front side; and, duly attested on the backside.
10. Pensioner's specimen signature (2 copies) and Descriptive Roll (2 copies) duly attested
11. 3 Passport size **joint** photographs with spouse, if married, with names imprinted on the front side; and, duly attested on the backside.
12. Present marital and employment status of all the family members listed in Form - 3
13. Sanction order of provisional Leave Encashment, DCRG and Pension separately, if paid. If not paid, the Head of Office should certify non-payment of the same.
14. No Demand Certificates/Demand Certificates of:
 - i) HUDCO (HBA) and LIC (HBA) issued by LAD
 - ii) HBA/CA/MCA/SCA/SA issued by A&T office
 - iii) License fee, water charges and energy charges issued by concerned Department. If not occupied Govt.'s quarters, DDO should certify the same.
 - iv) Pay and Allowances issued by DDO concerned
15. Copies of Statement of Pay Fixation on Revision of Pay and MACP. In case of MACP, copies of Order and DSC meeting minutes with incumbent list be enclosed.
16. Form 1 (GIS enrolment)
17. Form 2 for group change, if any
18. GIS deduction statement
19. Four copies of Annexure 'C' (pre-receipted bill) duly signed by the Government Servant and DDO concerned.
20. Birth Certificate of children of the Government servant.

Applications for Pension and GPF Final Payment in separate shall be addressed to the Chief Controller of Accounts, Aizawl. Meanwhile, Accounts & Treasuries Southern Zone, Lunglei has been established.

FAMILY PENSION: CATEGORY - I

Widow/widower/son/daughter

Family Pension claim papers should be accompanied by:

1. Death Certificate of the Govt. servant & family pensioner
2. Form 19 (forwarding letter) from Head of Office
3. Form 18 (Assessment of authorisation)
4. Form 14 (application for family pension) duly signed by the claimant
5. Form 12 (application for death gratuity)
6. Form 3 (family declaration)
7. Nomination for DCRG (original copy)
8. Nomination for GIS (original copy) and others, if any
9. Last pay certificate (upto the date of death)
10. Passport size photos (3 copies) of the claimant with name imprinted on the front side; and, duly attested on the backside.
11. Attested Descriptive Roll and Specimen Signature (2 copies each) of the claimant(s)
12. Present marital status of the claimant, & family members
13. Employment of the claimant, & other family members
14. Occupation and Monthly income of the claimant issued by VC/LC
15. Sanction order of provisional Leave Encashment, DCRG and Family Pension separately, if paid. If not paid, the Head of Office should certify such non-payment.
16. No Demand Certificates/Demand Certificates of:
 - i) HUDCO (HBA) and LIC (HBA) issued by LAD
 - ii) HBA/CA/MCA/SCA/SA issued by A&T office
 - iii) License fee, water charges and energy charges, issued by concerned Department. If not occupied govt.'s quarters, DDO should certify the same.
17. Birth certificate/baptismal certificate/electoral I.D card of the claimant(s), & other family members
18. Copies of Statement of Pay Fixation on Revision of Pay and MACP. In case of MACP, copies of Order and DSC meeting minutes with incumbent list be enclosed.
19. Form 1 (GIS enrolment),
20. Form 2 for GIS group change, if any
21. GIS deduction statement
22. Annexure 'C' i.e., GIS pre-receipted bill (4 copies) duly signed by the Govt. Servant and DDO concerned.

Pension claim papers for Govt. Servants under Lunglei, Lawngtlai & Saiha districts shall be addressed to the Joint Director, Accounts & Treasuries Southern Zone, Lunglei

FAMILY PENSION: CATEGORY - II

Unmarried/divorced/widowed daughter, dependant parents, unmarried disabled son/daughter/brother/sister

(For claims from this category, Point Nos. 1 to 22 stated in **Page 3** of this Brochure shall be used as checklist, besides the points mentioned below)

Family Pension claim papers for persons belonging to Category-II as stated above should be supported by:

1. Non-marriage Certificate issued by Church concerned or other appropriate religious authority (*for unmarried daughter*)
2. Marriage Certificate issued by Church/Law Court or appropriate authority (*for divorced & widowed daughter*)
3. Divorce Certificate issued by law Court or appropriate authority as per customary law (*for divorced daughter*)
4. Marriage Certificate and Death Certificate of husband issued by appropriate authorities (*for widowed daughter*)
5. Dependency Certificate issued by concerned VC/ Local Council Chairman, certified by DDO (*for parents*)
6. **Combined** Monthly Income of parents issued by VC/Local Council Chairman concerned, and certified by DDO concerned (*for parents*)
7. Disability Certificate issued by Medical Board; and Identity Card issued by Social Welfare Department (*for disabled*) separately
8. Attested Descriptive Roll and Specimen Signature of the guardian (*for disabled*) - 2 copies each.

Application for GPF Final Payment shall be sent **ONLY** to the Chief Controller of Accounts, Aizawl. Kindly note that A&T Southern Zone Lunglei at present deals Pension/Family Pension cases only

For your kind information: After the 6th pay commission...

- * Retirement/death gratuity is enhanced to a maximum of Rs.10 lakhs.
- * Enhanced Family Pension is granted for 10 years in case of death while in service; and, it is 7 years in case of death after retirement.
- * Additional quantum of Pension/Family Pension is granted to those pensioners/family pensioners aged 80 years and above.
- * The minimum and maximum Pension have become Rs.3,500 p.m and Rs.45,000 p.m respectively. Whereas, the minimum and maximum Family Pension are Rs.3,500 & Rs.27,000 p.m respectively.
- * Family Pension is extended to unmarried daughter, divorced and widowed daughter even after the age of 25 years as well as to the disabled unmarried sons/daughters/brothers/sisters, on fulfillment of certain conditions.
- * There is no restriction as of now for receipt of two family pensions.