

**GOVERNMENT OF ASSAM
PENSION AND PUBLIC GRIEVANCES DEPARTMENT
DISPUR**

No-PPG(P) 305/2000/64

Dated, Dispur the 26th June, 2001

NOTIFICATION

The Grievances relating to pensionary matters of retired Government servants have drawn attention of the State Government for quite some time. With a view to ensure that pensionary claims of all Government servants are settled expeditiously and retired employees grievances are redressed quickly within the framework of the prescribed Rules & orders of the State Government, the Government of Assam is pleased to set up a "Pension Adalat" in the State with the following officials :-

- | | | |
|----|--|--------------------|
| 1. | Principal Secretary/ Commissioner & Secretary to the Govt. of Assam, Pension & Pubic Grievances Department. | Chairman |
| 2. | Secretary to the Govt. of Assam, Finance Department. | Member |
| 3. | Secretary of the concerned Department or his nominee not below the rank of Deputy Secretary to the Government. | ---do--- |
| 4. | Secretary Law Department or his Nominee not below the rank of Deputy Secy. to the Government. | ---do--- |
| 5. | Accountant General ,Assam or his Representative not below the rank of Deputy Accountant General. | ---do--- |
| 6. | Deputy Commissioner of the concerned district | ---do--- |
| 7. | Director of Pensions | Member of Governor |

The Deputy Commissioner of the concerned districts will be coopred as member or the Adalat may associate an authorised representative of the Disbursing Banks as & when necessary. Concerned Heads of District offices will be required to be present personally at the time of hearing by the Pension Adalat.

The following matters shall be considered by the Pension Adalat :-

1. Cases where Government employees and the employees of Provincialised Schools have retired but pension /gratuity have not been sanctioned.
2. Wrong fixation of pension at the initial stage against which the pensioner's representation is pending in the Department.
3. Non-revision of pension due to revised fixation of pay after retirement.
4. Non-Completion of pension cases due to difference between pension Department and Administrative Department concerned.

Contd...2/-

5. Cases of such pensioners who may have gone to Court of ***** with a view to settling them outside the Court.
6. To consider the case of payment of interest on delayed payment of Pension/Gratuity.
7. Other grievances pertaining to pensioners.

To ensure that maximum benefit is derived by the pensioners through the Pension Adalat constituted, the following procedure shall be followed for effective functioning of Pension Adalat & for guidance of all concerned.

- | | |
|-------------------------------|--|
| <u>VENUE</u>
<u>TIME</u> | <ol style="list-style-type: none">1. Pension Adalats will be organized at all District Head quarters. There shall be at least one sitting of the Adalat in each district, in a financial year.2. The nodal Department at the State Government level i.e. Pension & Public Grievances Department will fix the date of holding of pension Adalats with the concurrence of the Chairman of the Adalat. Care will be taken to fix the date at least one month in advance and intimation of the programme of the Adalat will be sent to the Administrative Department & Deputy Commissioner of the concerned District & the other members of the Adalat. |
| <u>PUBLICITY</u> | <ol style="list-style-type: none">3. Sufficient publicity will be given regarding the meeting of the Pension Adalat through the local newspapers & T.V./Radio. Display of posters at appropriate places may be arranged. |
| <u>PENSION</u>
<u>CASE</u> | <ol style="list-style-type: none">4. On receipt of information, the concerned Deputy Commissioner will endorse a copy of the notice of meeting sent by Pension & Public Grievances Department to all Heads of offices in the districts with instructions to send a list all pending pension cases in their respective offices in the prescribed proforma to the Director of pension in respect of all departments under intimation to the pension & Public Grievances Department, the Deputy Commissioner concerned and the Administrative Department. List of cases to be taken up with the names of the Government Servants are to be forwarded to the Accountant General ,Assam prior to be sitting by the Director of Pension. |

LIASON OFFICERS
AND OTHER
ARRANGEMENT

5. The Deputy Commissioner concerned is to nominate a Liason Officer whom the Head of offices & the State Government may contact for settlement of pension cases. All arrangement for holding the pension Adalat in a suitable place capable of accommodating around 100 pensioners with necessary infrastructure like furniture, stationary, issue of press release in the papers, refreshment etc. will be made by the Office of the concerned Deputy Commissioner.
6. List of pending pension cases are to reach the Office of the Director of Pension and the Secretary, Pension and Public Grievances Department at least 15 days prior to the meeting of the Pension Adalat in order to examine and review the cases. Administrative Departments are to send the pending cases of the concerned district pertaining to their department to the Pension and Public Grievances Department & to Director of Pension's office atleast 15 days prior to the meeting for hearing of pension cases by the Pension Adalat. It shall be personal responsibility of the Head of Department's of head quarter offices and the Secretary of the Administrative Department, to ensure that the cases are completed in all respects and supported with all necessary documents & entries in the Service Book completed & verified. While forwarding the cases to the Pension Department, they will also give their opinion on each case.
7. Finalisation of pension cases is very often held up for want of check of pay fixation. Pay fixation party comprising of representatives of Accountant General's Office & Directors of Pension's office would also remain present on the date of hearing of the Pension Adalat.
8. The main objective of the Pension Adalat is to finalise & settle pending pension cases, with promptitude so that retired Govt. Servants are able to get their dues from the due date. Every officers dealing with pension cases must therefore give time & due care to all pension cases.

Contd...4/-

9. All pension cases heard in Pension Adalat are to be decided on the spot within the framework of rules & orders issued on the subject. Minor procedural changes if required may be considered & action taken at the discretion of the Pension Adalat to expedite disposal of cases in the interest of the pensioners.
10. Report on the cases heard by the Pension Adalat will be submitted by the Director of Pension & the Under Secretary, Pension & Public Grievances indicating the No. of cases presented/disposed/ not disposed & reasons thereof together with the observation of the Chairman and the Adalat to Principal Secy./ Commissioner & Secy. Department of Pension & Public Grievances and to the Administrative Department to follow up the cases.

Sd/- J.P. Rajkhowa,
Principal Secy. to the Govt. of Assam
Pension & Public Grievances Deptt.

Memo No-PPG(P) 305/2000/64-A

Dated Dispur the 26th June, 2001

Copy to:

1. All Administrative Departments/ Principal Secretaries/ Commissioner & Secretary/ Secretary.
2. The Accountant General, Assam.
3. The Secretary, law Department.
4. All Deputy Commissioner/ Commissioner of Division/ Superintendent of Police's/ Sub -Divisional Office's / Deputy Inspectors General's of Police etc.
5. All Directorates/ Directors of Pensions.
6. The State Government Pensioners Association.
7. All Treasury Officers.
8. P.S. to Chief Ministers, Assam for kind information of C.M.
9. The Director, Assam Govt. Press, Bamunimaidan, Ghy.-21 for publication of the above Notification in the Assam, Gazette in extra issues.

By order etc.

Commissioner & Secy. to the Govt. of Assam,
Pension & Public Grievances Deptt.
Dispur.

FORM (MEMO NO. _____ DATED _____

Name of the Office _____

Name of the Pensioner/ retiring Government employee.	Date of retirement	Last pay drawn	Length of Continues Service rendered.	Whether any Provisional payment of pensionary benefits made and if so the amount there of and the period for which such Payment who made.	Whether the case was referred to the A.G./ DP Assam and if so the audit observation in short.	Present Position of the case.	Remarks.
2	3	4	5	6	7	8	9

Head of the Office:

Name :
Address :
Telephone No. :