

Submission of pension proposal by the Departments to the Office of the Accountant General (A&E) and the process involved in the finalisation of the pension case for payment to the pensioner.

Department



**Submission of Pension Proposal to Office of the Accountant General (A&E) I,
Maharashtra, Mumbai.**



Pension proposal of the retiring employee is forwarded by the Department preferably six months before retirement along with the following documents



1. Pension Application – 3 copies, 2. Passport size joint photograph with spouse (husband or wife) duly attested by the Head of Office – 3 copies, 3. Statement of Identification marks duly attested by a Gazetted Officer – 3 copies, 4. Statement of specimen signature duly attested by a Gazetted Officer – 2 sets, 5. Nomination form for Life Time Arrears of pension/Gratuity/CVP, 6. Details of family with age and marital status with details of handicapped members if any supported with a medical certificate from a Civil Surgeon, 7. Death Certificate/Legal Heirship Certificate in case of Family Pension along with the application for family pension and other relevant documents.



- All the above documents should be countersigned by the Head of the Office.
- Service Book should be duly filled in with correct name of the pensioner, Date of Birth, Date of Appointment, Date of Retirement, due regulation of pay/special pay/personal pay etc. with last pay drawn, pay verification by Pay Verification Unit, from time to time, Service verification done from date of appointment to the date of retirement.

- Covering letter of the forwarding authority.

Office of the Accountant General (A&E) I, Maharashtra, Mumbai.



Examination and Authorisation



- On receipt of the pension proposal and examination of the same, Office of the A.G authorises the pensionary benefits like Pension in the Pension Payment Order (PPO), Gratuity in the Gratuity Payment Order (GPO), and Commuted value of pension (CVP) in the Commutation Payment Order (CPO).
- One copy of the above orders is issued to the Treasury Officer/PAO, one copy to the pensioner and one copy to the Department.
- In case of any deficiency in the pension proposal/documents, the proposal is returned to the Department for due compliance.



Pension Payment Order



- Two PPO Books are prepared in two halves (Pensioner's and Disburser's).
- One copy of forwarding letter intimating the issuance of PPO is sent to Department along with GPO and Service Book.
- **Pension is payable at the Treasury desired by the pensioner. One half (Disburser's copy) is sent to the Treasury Office.**
- Family pension is also reported in the PPO so that in the event of the death of the pensioner the family pension can be initiated by the Treasury Officer without the intervention of the office of the Accountant General (A&E)-I, Maharashtra, Mumbai.



Gratuity Payment Order

- Three copies of Gratuity Payment Order are issued, one each to the Pensioner, Department and the Treasury.
- **Payment of Gratuity is made by the Department Other than NGSS (Non Govt Secondary School).**

- **In respect of NGSS, payment of Gratuity is made by the Treasury Officer directly.**



Commutation Payment Order

- Two copies of CPO authorities are issued, one each to the Treasury and the Pensioner, wherein reduced pension is also reported.
- **Commutated value of pension (CVP) is payable at the same Treasury as for Pension (desired by the pensioner).**



Pensioner



Receipt of pensionery benefits authorised by Accountant General (A&E)-I, Maharashtra, Mumbai.



- On receipt of the PPO, CPO, and GPO the pensioner should approach the Treasury Officer for payment of Pension and CVP by producing the Orders received from Office of the Accountant General (A&E) I, Maharashtra, Mumbai. For payment of Gratuity pensioner should approach the Department.
- **For any increase in D.A on pension, the pensioner should approach the Treasury Officer/Bank.**