

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

No. DHE/PEN/Misc.25/2016/5

Dated Kahilipara, the 16-11 2016.

From : Shri B. L. Sarma, A.C.S.,  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To,  The Principal, .....(All Provincialised colleges of Assam),  
P.O. - ..... District .....

Sub : Submission of Pension papers.

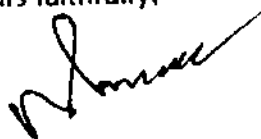
Ref : i) Govt. letter No. AHE.912/2005/Pt./1 dated 13-12-2006.  
ii) A.G.,s letter No.TMC/College/1-20/05-06/232 dated 23-12-06.

Sir,

With reference to the subject cited above, I have the honour to request you to submit pension/family Pension papers, (i.e. pension papers, Leave encashment benefit, final withdrawal of G.P.F. money etc.) of retired/expired teaching and non-teaching employees of your college in one lot within stipulated time to the office of the undersigned as per check lists enclosed herewith.

In this connection, you are requested to ensure before submitting the Pension/Family pension papers that, said proposal is in complete shape. Proposal are to be submitted in one lot and not in kists.

Yours faithfully,



Encl: As stated Above.

Director of Higher Education, Assam,  
Kahilipara, Guwahati-19.  
6.

**CHECK LIST FOR DECEASED EMPLOYEES FOR FAMILY PENSION.**

Name.....Designation.....College

Sl. No.	Documents to be checked	Finding	Objection if any
1	2	3	4
1	Original Service Book		
2	Departmental Data Sheet		
3	Date of Birth with verification in Service Book		
4	Date of recurring Deficit of the respective stream where the person served		
5	Date of Provincialisation		
6	Date of joining		
7	Date of approval of appointment		
8	Date of confirmation		
9	Date of Retirement/Death		
10	Year wise entry in Service Book		
11	Service verification by the Head Institution/President of Governing Body		
12	Original I.P.S. from Deficit Onwards		
<b>FAMILY PENSION PAPERS</b>			
13	Form No. 3, 10, 20 & 19		
14	Form No. 20 should be countersigned by the principal/President of G.B.		
15	Specimen signature of Legal heir (3 copies)		
16	Identification Mark and Height of Legal heir (3 copies)		
17	Non-Liability Certificate from the Authority/Audit Office		
18	Single Photo of Legal heir (3 copies)		
19	Death Certificate		
20	Legal Heir and Next Kin Certificate		
21	L.P.C. incorporating GPF Account Number thereon		
22	Refund of C.P.F. Govt. share		

Seal and Signature of Principal

**CHECK LIST FOR RETIRED EMPLOYEES OF DEFICIT COLLEGE(NOW PROVINCIALISED) FOR SUPERANNUATION.**

Name.....Designation.....College

Sl. No.	Documents to be checked	Finding	Objection if any
1	2	3	4
1	Original Service Book		
2	Departmental Data Sheet		
3	Date of Birth with verification in Service Book		
4	Date of recurring Deficit of the respective stream		
5	Date of Provincialisation		
6	Date of joining		
7	Date of approval of appointment		
8	Date of confirmation		
9	Date of opening of C.P.F. Account		
10	Date of Retirement		
11	Qualifying Service		
12	Overstay period		
13	Year wise entry of Service Book		
14	Service verification certificate by the Head Institution/President of Governing Body		
15	Original I.P.S. from Deficit Onwards		
16	Form No. 1, 1A, 2 and 19		
17	Form No. 1A and 2 should be signed by the principal/President of G.B.		
18	Specimen signature (3 copies)		
19	Identification Mark and Height (3 copies)		
20	Non-Liability Certificate from the Authority/Audit Office		
21	Joint Photo (3 copies)		
22	L.P.C. as on.....		
23	Last 10 months pay statement		
24	Refund of C.P.F. Govt. share		
25	Information regarding clearance of loan		

Seal and Signature of Principal

(2)

**CHECK LIST FOR LEAVE ENCASHMENT BENEFIT**

<b>Sl. No.</b>	<b>Documents to be checked</b>	<b>Finding</b>	<b>Objection if any</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Name of incumbent (Vacation/Non-Vacation Service)		
2	Designation		
3	Permanent address		
4	Postal address for Correspondence		
5	Name of the College		
6	Address of the College		
7	Date of Birth of Incumbent		
8	Date of Approval of Appointment		
9	Date of Joining of Service of the Incumbent		
10	Date of Confirmation		
11	Date of Retirement/Expired		
12	Qualifying Service		
13	Date of Provincialisation of College/Stream where incumbent is serving		
14	Copy of Service Book attested in each of the pages by Principal/President of G.B., copy of PPO as updated with the authentication		
15	Copy of Leave Account Statement as updated with due authentication		
16	Last Pay Certificate		
17	Earned Leave at credit (at a glance)		
18	Order copy of leave granted		
19	PAN No.		
20	Signature of the employees		
21	Name of the Treasury, amount of leave encashment shall be drawn		

Seal and Signature of Principal