

Function of Pension

Verification and authorization of Regular Pension, Family Pension, Commutation, Gratuities and all other Pension related miscellaneous types of works pertaining to the retired Employees of Govt. of Meghalaya, AIS Officer retired from Meghalaya, High Court Judges, Members of Legislative Assembly.

Types of works function are as follows:-

- a) Receipt of Pension papers and Service Books
- b) Checking, scrutinizing and reporting
- c) Issuing of various authorities viz
 - i) **Pension Payment Order (PPO):-** Issued after receiving the pension case in complete shape.
 - ii) **Gratuity Payment Order (GPO):-** Issued after PPO finalized provided on receipt of No Demand Certificate (NDC) from the Loan Section of this Office
 - iii) **Commutation Payment Order (CPO):-** On receipt of the Commutation application calculation is work out in the computer for sending proposal for sanction from the Govt. of Meghalaya Finance (Pension Cell) Department. On receipt of sanction order from the Finance (PC) Department the Commutation Payment Orders are authorized from this office.
- d) Handling the cases of Special Seal Authorities (Inward and Outward):- Pensioners of other States opted to received Pension from this state and vise versa, the PPO are forwarded to the concerned Disbursing Officer as indicated in the PPO for payment.
- e) Forwarding of all various State Govt. Orders regarding Relief on Pension, Dearness Allowances etc to different Treasuries falling within the jurisdiction of the State of Meghalaya.
- f) Transfer of Pension Payment Order to other circle/States.
- g) Calculation of Pension Contribution of the State Govt. employee who are on foreign service/Deputation.
- h) Preparation of Challan and deposit of Cheque/Demand Draft for pension contribution to the Bank.
- i) Revision of Pension cases as per implementation of Meghalaya Pay Commission from time to time and grant of financial up gradation under ACPs/MACPs Scheme benefits.
- j) Noting of T.V. No and date for the first payment of Pension, Gratuity and Commutation in the concerned PPO, GPO and CPO registers.
- k) Forwarding monthly list of PPO/GPO/CPO settled during the month to all state government treasuries.
- l) Maintenance of records of all Pension file (Old and New).

- m) Miscellaneous nature of work like time barred authorities, authorization of family pension to son or daughter on the death of Pensioner/family pensioner, correction of name, change of address, issue of revised NDC authorities etc.,