

Model guidelines for processing of Pension:

Every Government Servant shall submit his application for pension at least one year in advance from the date of his anticipated retirement. The Application Form along with the following enclosures shall be forwarded through the Head of Office/Head of Department to the Accountant General Office for issue of Authorization of Payment Orders.

- Form 14 for Family Pension and Gratuity.
- Form 5 for Commuted Value of Pension.
- Medical certificate of incapacity (if the claim is for Invalid Pension).
- Service Book (Date of Retirement should be indicated in the book).
- Two Specimen Signatures, duly attested by the Head of office. Left Hand Thumb impression duly attested by the head of office for those who cannot sign.
- Three copies of Passport size Photographs with wife /husband (Joint photo) duly attested by the Head of Office.
- Two slips showing the particulars of height and identification marks duly attested by Head of Office.
- List of Family Members attested by the Head of Office.
- A certificate to the effect that the Government Servant is permitted to retire voluntarily in cases of Voluntary Retirement along with copy of order allowing voluntary retirement.

In cases where disciplinary proceedings are instituted against a Government Servant -

- Self Drawing Officers – Application for provisional pension may be sent, pending final orders for authorizing Pension by the Accountant General.
- Non-Self Drawing Officers – Application for pension need not be forwarded as the Departmental Officer is empowered to sanction provisional pension. Application for normal pension may be forwarded after the final orders are passed.

Grievances and Complaints

A Pension Enquiry Cell in the office of the Accountant General (A&E), Bihar redresses the grievances of the Bihar State Government Pensioners. It functions under the supervision of the Deputy Accountant General (Pension). Pensioners may contact the above Cell in person to redress their grievances on all working days during 10:00 AM to 12:30 PM and 2:00 PM. to 4:00 PM. Pensioners may contact reception to approach the Pension Enquiry Cell.
