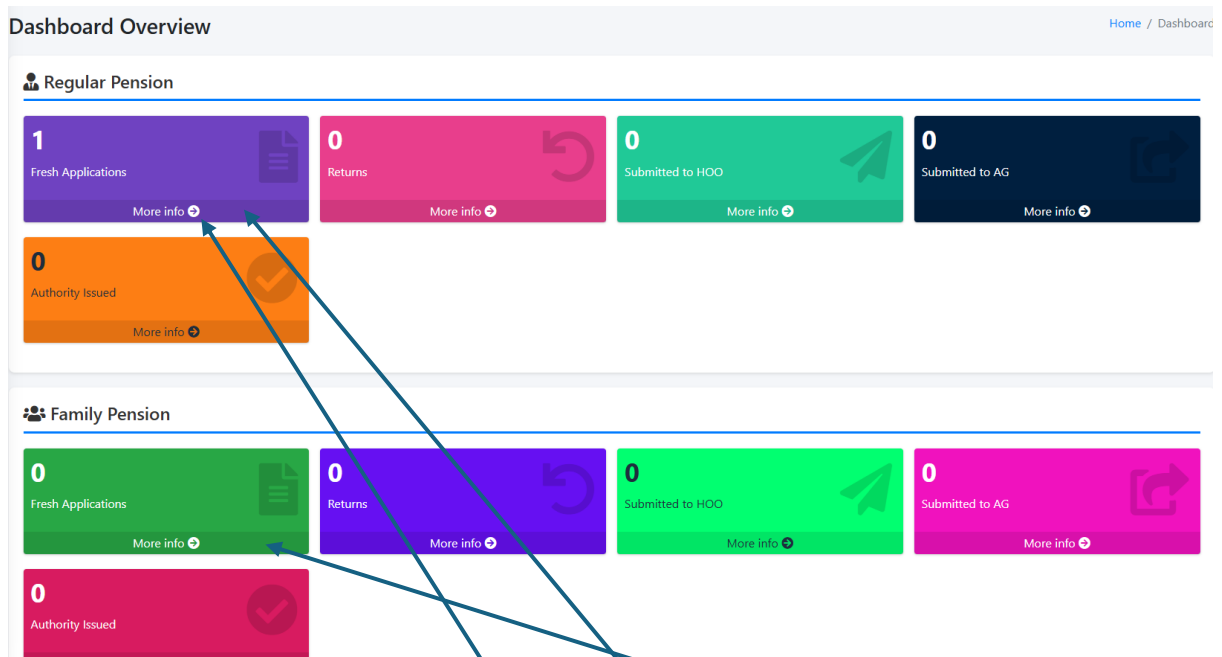


## Help on how to verify and upload documents by DDO before submission of pension application for Regular Pension to AG Office/HOO/HOD.

On login, the DDO will see the Dashboard as shown below:



The above dashboard shows any application (Regular Pension/Family Pension) forwarded by the Government Servant/Family members of the Government Servant for Pension.

The Dashboard will also show any application returned to the application or submitted to HOO/HOD/AG Office. The dashboard will also show any authority issued by the AG Office.

On finding the application received from the Government Servant or Family member of the Government Servant, the DDO will check on 'More Info' button provided in the panel. By clicking the DDO will be able to see the details of the applicant as shown below. DDO can filter the applicant data by entering applicant name/GPF No or date of received of the application. DDO must click on button provided below Pending step to view the details

Search & Filter

Search  From Date  To Date

Serial No	Application No	GPF Account No	Pensioner Name	Mobile No	Submitted Date	Status	Pending Step
1	2025_CW5271_1025	CW/5271	PYNDEMUM GATPHOH		15-12-2025	Unknown Status ✓	<input type="button" value="Personal Details"/>

The DDO must complete the following steps:

**Step 1: Verification of Pensioners information:** The DDO must go through all the pensioner details as given in different sections as shown below:

- (a) **Whether AIS Officer:** This section will show whether the applicant is an AIS Officer or not.

Whether (All India Service) AIS?
No

- (b) **Government Servant Details:** This section will show detailed information of the applicant.

Government Servant Details	
<b>GPF Number:</b> CW/5271	<b>Pensioner Name:</b> PYNDEMUM GATPHOH
<b>Designation Name:</b> ASST.ENGR.	<b>Gender:</b> Male
<b>Religion:</b> Christianity	<b>Nationality:</b> Indian
<b>Date of Birth:</b> 22/02/1967	<b>Date of Joining:</b> 24/05/1993
<b>Pension Class:</b> Superannuation Pension	<b>Retirement Date:</b> 28/02/2025
<b>Mobile Number:</b> 	<b>Email:</b> 
<b>Father's Name:</b> aa	<b>Marital Status:</b> Married

- (c) **Disbursing Authority:** This section will show the applicant disbursement authority of pension opted at the time of submission of pension application:

Office Details	
<b>Disbursing Authority for Payment of pension:</b> Jowai Treasury	<b>Department Name:</b> Community And Rural Development
<b>Office Name:</b> EXECUTIVE ENGINEER C.AND R.D. DEPT. MEGH. JOWAI DIVISION	

- (d) **Address Before Retirement:** This section will show the address before retirement as submitted by the applicant.

Address Before Retirement	
<b>Village/Town:</b> Shillong	<b>City:</b> Shillong
<b>State:</b> Meghalaya	<b>District:</b> East Khasi Hills
<b>Pincode:</b> 793002	<b>Post Office:</b> Bara Bazar
<b>Police Station:</b> laban	

- (e) **Address After Retirement:** This section will show the address after retirement as submitted by the applicant.

Address After Retirement	
Village/Town:	City:
Shillong	Shillong
State:	District:
Meghalaya	East Khasi Hills
Pincode:	Post Office:
793002	Bara Bazar
Police Station:	
laban	

- (f) **Bank Account Details:** This section will show the bank account details of the applicant:

Bank Account Details	
Bank Name:	Account Number:
STATE BANK OF INDIA	10941593314
IFSC Code:	
SBIN0003665	

- (g) **Commutation:** This section will show whether the applicant has opted for commutation of pension. It will also show the percentage of commutation of pension opted by the applicant.

Commutation	
Commutation Opted:	Commutation Percentage:
Yes	40




- (h) **Family Details:** This section will show the details of the family members submitted by the applicant. This section also allows the DDO to preview the document submitted by the applicant as proof of the date of birth of the family member of the Government Servant.

Family Details					
SL NO	Member Name	Date of Birth	Relationship	Remarks	Birth Certificate
1	Annee	02-12-2025	Spouse	-	<a href="#">Preview</a>

- (i) **Identification Mark:** This section will show the identification mark of the applicant as submitted at the time of submission of the application.

Identification Mark	
Height (in feet):	Personal Identification Mark 1:
5.40	Mole in right hand
Personal Identification Mark 2:	
Mole on back chest	

- (j) **Document Upload:** This section will show the joint photographs, specimen signature and also passport size self-photo if opted by commutation.

Document Upload		
Passport Photo:	Signature/Thumb Impression:	Self Passport Photo:
		

After going through all the details, the DDO can edit the information as per the Service Book available with the DDO or return the application to the applicant giving the reason for return.

For editing the information submitted by the applicant, the DDO must click on Edit button provided on this page. **DDO will be allowed to edit the information provided under the section 'Government Servant details' after comparing the same from the service book of the Government Servant such as Date of Birth, date of joining, date of retirement, Designation of the applicant etc. The information provided under other sections of the page is not editable.**

**Step 2: Departmental Details:** After verifying the pensioner details, the DDO must complete the entry of Department Details such as Emolument (Basic Pay, NPA) as shown below:

Pensioners Information | **Department Details** | Non Qualifying Service | Military Service | Recoveries | Calculation | Download/Upload

Name of the Government servant: PYNDEMLIM GATPHOH      Designation: ASST. ENGR.      Date of Appointment: 24/05/1993

Date of Retirement: 28/02/2025      Class of Pension: Superannuation Pension

Emolument:

Basic Pay: 0      NPA: 0      Whether the Govt servant has paid all the Government dues: Select

Last 6 Months Basic Pay & NPA: (Six months Details is Mandatory)

SL. No	From Date	To Date	Basic Pay Amount	NPA	Scale of Pay	Action
1	dd/mm/yyyy	dd/mm/yyyy	0.00	0.00	0.00	-

+ Add Row

In this page, the DDO must enter (a) Where the Government servant has paid all the Government due and (b) enter Last 6 months emolument i.e. Basic Pay and NPA if any. While entering the six months pay details by clicking on 'Add New' Button as shown in the above.

**Step 3: Non-Qualifying Service:** In this page, the DDO must enter the 'Non-Qualifying Service **if any** of the applicant. Drop down list such as Leave without Pay, Dies Non, Suspension must be selected before entering period of non-qualifying service. The system will automatically calculate the total years, months and days:

Pensioners Information | **Department Details** | **Non Qualifying Service** | Military Service | Recoveries | Calculation | Download/Upload

Non-Qualifying Service: --Select-- (L.W.P selected)      From Date: dd/mm/yyyy      To Date: dd/mm/yyyy      Years: 0      Months: 0      Days: 0      Action

Save & Next

**Step 4: Military Service:** Military service of the pensioner **if any** as per the service record must be entered in this page as shown below:

Pensioners Information | **Department Details** | **Non Qualifying Service** | **Military Service** | Recoveries | Calculation | Download/Upload

From Date: dd/mm/yyyy      To Date: dd/mm/yyyy      Years: 0      Months: 0      Days: 0      Action

Add More

**Step 5: Recovery:** In this page, the DDO will enter the following recovery if any against the pensioner:

- (i) Provisional Pension paid with period and amount
- (j) Provisional DCRG paid
- (k) Outstanding amount of HBA
- (l) Outstanding amount of MCA
- (m) Outstanding Interest on HBA
- (n) Outstanding Interest on MCA
- (o) Outstanding of Pay and Allowance
- (p) Medical Allowance paid

In case there is any other recovery outstanding against the Government Servant, the same must be entered under 'Other Recovery' with type of recovery and amount

Recoveries:		
Provisional Pension From Date:	Provisional Pension To Date:	Provisional Pension Amount:
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="0.00"/>
Amount of Provisional DCRG paid:	Outstanding amount of HBA:	Outstanding amount of MCA:
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Outstanding interest on HBA:	Outstanding interest on MCA:	Overdrawal of Pay & Allowances:
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Medical advance paid:	Other Recovery Name:	Other Recovery Amount:
<input type="text" value="0.00"/>	<input type="text" value="Enter recovery name"/>	<input type="text" value="0.00"/>

**Step 6 : Calculation :** In this page, DDO must click on calculate to know about (i) Average Emolument, (ii) Pension Sanctioned, (iii) Enhance rate of Family Pension, (iv) Single Rate of Family Pension, (v) Current Family Pension, (vi) Gratuity, (vii) Commutation amount (if opted) and (viii) Total Recoveries if any as shown below:

Pension Calculation	
Date of Joining:	Retirement Date:
<input type="text" value="24/05/1993"/>	<input type="text" value="28/02/2025"/>
Net Service (Years):	Last Pay (Basic+NPA):
<input type="text" value="32"/>	<input type="text" value="45000.00"/>
Average Emoluments:	Pension (Sanctioned):
<input type="text" value="42500.00"/>	<input type="text" value="2500.00"/>
Family Pension Enhance Rate:	Family Pension Single Rate:
<input type="text" value="22500.00"/>	<input type="text" value="13500.00"/>
Family Pension Current:	Gratuity:
<input type="text" value="22500.00"/>	<input type="text" value="720000.00"/>
Commutation:	Total Recoveries:
<input type="text" value="904068.00"/>	<input type="text" value="0.00"/>
<div>Calculate Save &amp; Next</div>	

**Step 7: Download and Upload Documents:** DDO has been provided the option either to Digitally sign (DSC) all the pre-filled forms or download the pre-filled forms, print it, ink signed the form and then upload the same. By default, it will show the DSC option as shown below. In case the DDO wants to ink signed all the pre-filled forms, the DDO must click on option provided on the screen.

**Important: Preview the uploaded document before uploading another document**

DSC Sign: ☒ INK ☐ DSC Mode Active

SL.No	Enclosures (* mandatory to Upload)	Digital Signature or Download for Ink Sign	File Upload	Action
1	Form-7 (Form of Intimation for family Pension)*	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
2	Form 8 - Form of Application for Family pension *	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
3	Form 9 - Form for Sanctioning Family pension.*	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
4	Form 10 - Form of Certificate of verification of Service for pension *	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
5	Form 11 - Form for assessing and sanctioning family pension and DCRG *	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
6	Form 12 - Letter to Audit Officer forwarding pension papers *	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
7	Form-17 (Details of family members) *	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
8	Form 19 - Department Datasheet *	<a href="#">DSC Sign</a>	<a href="#">Preview Pdf</a> ✓ Uploaded	<a href="#">Delete</a>
9	Form-20 (Regulation of Pay [24 months preceding date of retirement/death]) *		<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a>

**For Digital Signature (DSC sign),** on click on DSC sign button, the following screen will be displayed which will show the pre-view of the form the DDO like to digitally signed. The DDO must click on 'Sign with DSC Token button' as shown below:

**Digital Signature Certificate (DSC) Signing**

Form 1 - Nomi... 1 / 2 58%

**FORM 1**  
Class Rule-013  
Intimation for Family Pension/Retirement Gratuity

When the Government servant has a family and wishes to nominate one member, or more than one member thereof:

I, **Kamraj Kumar**, hereby nominate the person/persons mentioned below who are member(s) of my family, and confer on him/them the right to receive, to the extent specified below any gratuity that may be sanctioned by the Government in the event of my death while in service or after retirement.

Original nomination				
Name	Address	Relationship	Date of Birth	Gratuity Share
Ravi	Police Bazar, Kollam, Police Bazar, Puthu Bazar, Near Khandi Hill, Mangalore - 575004	Spouse	01-01-1980	100%

Alternate nomination (s)				
Name	Address	Relationship	Date of Birth	Gratuity Share
Rajni	same as above address	Son	02-01-2005	100 %

This nomination supersedes the nomination made by me earlier on \_\_\_\_\_ which stands cancelled.

Note:  
1. The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after

[Cancel](#) [Sign with DSC Token](#)

**For Ink Signature**, the DDO must click on download button as shown on the screen and follow the following steps:

1. On downloading, the DDO must print the downloaded pre-filled form.
2. After printing the form, the DDO must ink signed the pre-filled form.
3. After putting ink signature, the DDO must scan the signed form and save in Hard drive or external drive on a particular folder.
4. Now click on 'choose file' button and select the scanned file save it in Hard drive or external drive.
5. After the file is selected click on 'Upload' button to upload the file.
6. Screen will show that the file has been uploaded, which can be pre-viewed.

**Document to be uploaded**

- The following pre-filled forms signed by the Applicant must be countersigned by DDO either digitally signed or download and ink signed and then upload:
  - (a) Form 17 (Details of family members)
  - (b) Descriptive Roll
  - (c) Commutation Form.
  - (d) (Form-1: to be submitted at least three months before retirement
  - (e) Form-2: to be submitted after retirement but within one year of the date of retirement,
  - (f) Form-3: to be submitted after retirement beyond one year, along with Medical Certificate (Form 8 & Form 9))
  - (g) Letter of undertaking for refund of excess drawal if any, by the pensioner.
- The following pre-filled forms must be digitally signed or download and ink signed and then upload
  - (a) Form 3 (Form for sanctioning pension)
  - (b) Form 4 (Form for assessing Pension and Gratuity
  - (c) Form 5 (Form of Memo to Audit Officer forwarding the pension paper of a Government Servant)
  - (d) Form10 (Form of Certificate of verification of service of pensioner)
  - (e) Form 19 (Department Datasheets)



(f) Form-21 (Details of non-qualifying service as per provision of Rule 18 & 20 of MCS (Pension) Rules, 1983.).

- The following documents must be uploaded either duly typed and scanned or scanning the original document before submission:

(a) Form 1 (with family) / Form 2 (without family)

(b) Form 20 Regulation of Pay (24 months preceding date of retirement] from the service book.)

(c) Service Regularization and Confirmation order.

(d) Appointment order.

(e) Last Payment Certificate (LPC) should be forwarded immediately after the last payment is made

(f) Service Book Record of First Page showing Bio-data and date of appointment

(g) Service Book Record of Last page showing Regularization of pay for minimum two year

(h) Drawal/Non drawal certificate of Provisional Pension and Provisional DCRG.

- Submission of the following documents is **optional**:

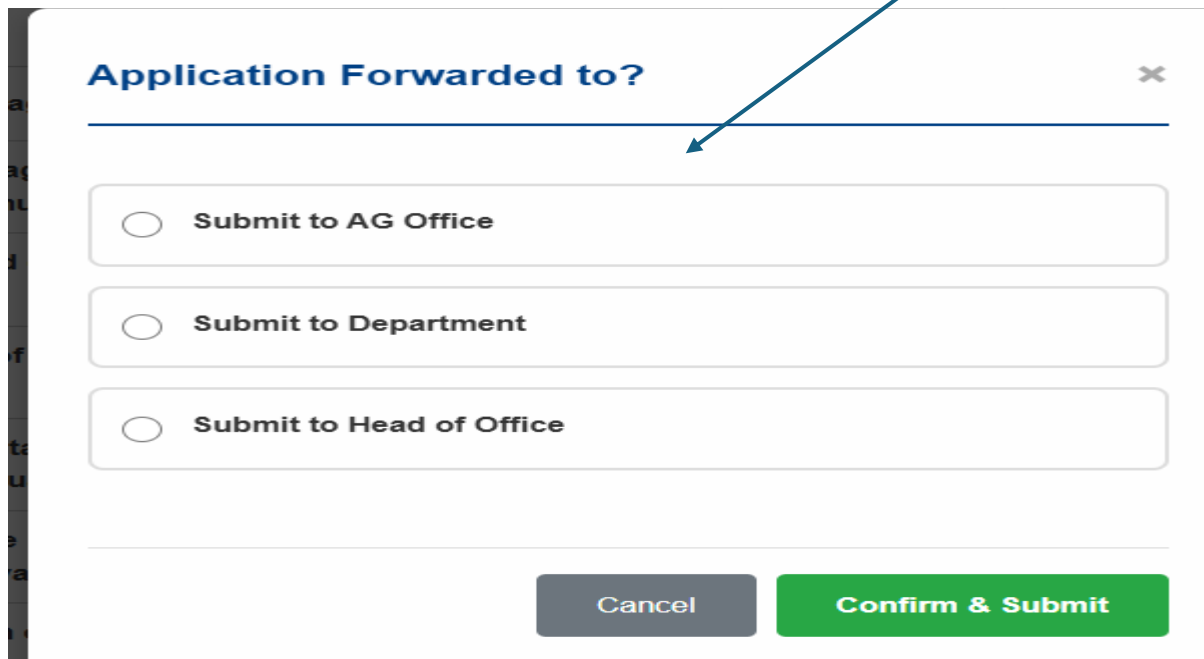
**(a)** No Demand Certificate from Estate Officer in case of allotment of Govt. residential quarter.

**(b)** No Demand Certificate from the Head of Office, in case of outstanding amount of any advance/loan etc. with interest thereon.

**(c)** Approval of order for exclusion of spouse name from family details.

**(d)** Upload any other document. if Required

**Step 8: Submission of documents:** DDO can submit the document to AG Office/HOO/HOD as per the instruction of the Government.



The screenshot shows a web form titled "Application Forwarded to?" with a close button (X) in the top right corner. Below the title bar, there are three radio button options: "Submit to AG Office", "Submit to Department", and "Submit to Head of Office". At the bottom of the form, there are two buttons: "Cancel" (grey) and "Confirm & Submit" (green). A blue arrow points from the top right of the image towards the title bar of the form.

**Application Forwarded to?** X

☐ Submit to AG Office

☐ Submit to Department

☐ Submit to Head of Office

Cancel Confirm & Submit

Status of the application submitted will be shown in the Dashboard of the DDO

Thank you