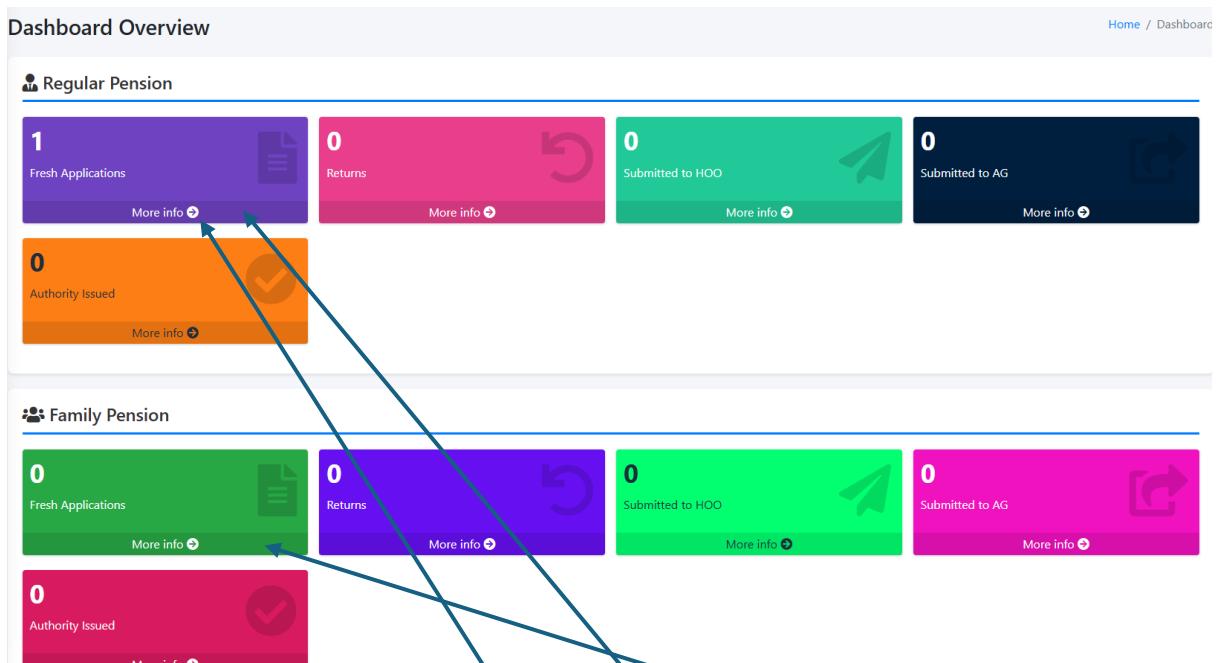


Help on how to verify and upload documents by DDO before submission of pension application for Regular Pension to AG Office/HOO/HOD.

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

Search by name, application no, GPF... mm/dd/yyyy mm/dd/yyyy

Search **Reset**

Serial No	Application No	GPF Account No	Pensioner Name	Mobile No	Submitted Date	Status	Pending Step
1	2025_CW5271_1025	CW/5271	PYNDLEMUM GATPHOH		15-12-2025	Unknown Status ✓	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

GPF Number:	CW/5271	Pensioner Name:	PYNDEMLIM GATPHIOH
Designation Name:	ASSTT.ENGR.	Gender:	Male
Religion:	Christianity	Nationality:	Indian
Date of Birth:	22/02/1967	Date of Joining:	24/05/1993
Pension Class:	Superannuation Pension	Retirement Date:	28/02/2025
Mobile Number:		Email:	
Father's Name:	aa	Marital Status:	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

Disbursing Authority for Payment of pension:	Jowai Treasury	Department Name:	Community And Rural Development
Office Name:	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

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

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

Address After Retirement

Village/Town:	Shillong	City:	Shillong
State:	Meghalaya	District:	East Khasi Hills
Pincode:	793002	Post Office:	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:	STATE BANK OF INDIA	Account Number:	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:	Yes	Commutation Percentage:	40
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(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	-	Preview

(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):	6.40	Personal Identification Mark 1:	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:	Designation:	Date of Appointment				
PYNDLEM GATPHOH	ASSIST.ENGR.	24/05/1993				
Date of Retirement	Class of Pension:					
28/02/2025	Superannuation Pension					
Emolument:						
Basic Pay:	NPA:	Whether the Govt servant has paid all the Government dues:				
0	0	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	From Date	To Date	Years	Months	Days	Action
--Select--	dd/mm/yyyy	dd/mm/yyyy	0	0	0	
--Select--						
LW.P						
Die Non						
Suspension						
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	To Date	Years	Months	Days	Action
dd/mm/yyyy	dd/mm/yyyy	0	0	0	
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:	dd/mm/yyyy	Provisional Pension To Date:	dd/mm/yyyy	Provisional Pension Amount:	0.00
Amount of Provisional DCRG paid:	0.00	Outstanding amount of HBA:	0.00	Outstanding amount of MCA:	0.00
Outstanding interest on HBA:	0.00	Outstanding interest on MCA:	0.00	Overdrawal of Pay & Allowances:	0.00
Medical advance paid:	0.00	Other Recovery Name:	Enter recovery name	Other Recovery Amount:	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:	24/05/1993	Retirement Date:	28/02/2025
Net Service (Years):	32	Last Pay (Basic+NPA):	45000.00
Average Emoluments:	42500.00	Pension (Sanctioned):	2500.00
Family Pension Enhance Rate:	22500.00	Family Pension Single Rate:	13500.00
Family Pension Current:	22500.00	Gratuity:	720000.00
Commutation:	904068.00	Total Recoveries:	0.00

Buttons: Calculate, Save & Next

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.

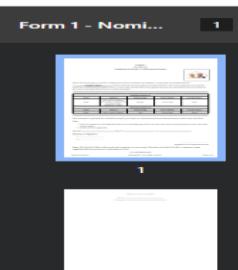
Important: Preview the uploaded document before uploading another document

DSC Sign: INK
DSC Mode Active

Upload Signed Forms				
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)*	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
2	Form 8 - Form of Application for Family pension *	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
3	Form 9 - Form for Sanctioning Family pension.*	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
4	Form 10 - Form of Certificate of verification of Service for pension *	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
5	Form 11 - Form for assessing and sanctioning family pension and DCRG *	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
6	Form 12 - Letter to Audit Officer forwarding pension papers *	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
7	Form-17 (Details of family members) *	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
8	Form 19 - Department Datasheet *	<input type="button" value="DSC Sign"/>	Preview Pdf ✓ Uploaded	<input type="button" value="Delete"/>
9	Form-20 (Regulation of Pay [24 months preceding date of retirement/death]) *		<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>

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



1

FORM 1
(See Rule 63)
Nomination for Death-Bonus-Retirement Gratuity

When the Government servant has a family and wishes to nominate one member, or more than one member thereof, he may nominate the person/persons mentioned below who is/are member(s) of my family, and confer on him/herself the right to receive the gratuity payable in any gratuity that may be sanctioned by the Government in the event of my death while in service or after retirement.

Original nominee(s):

Name	Address	Relationship	Date of Birth	Gratuity Share
Rani	Police Bazaar, Shillong, Police Bazaar, Police Bazaar, Shillong, Meghalaya, 793001	Spouse	01-01-1986	100%

Alternate nominee(s):

Name	Address	Relationship	Date of Birth	Gratuity Share
Rani	same as above address	None	02-01-20	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 _____.

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

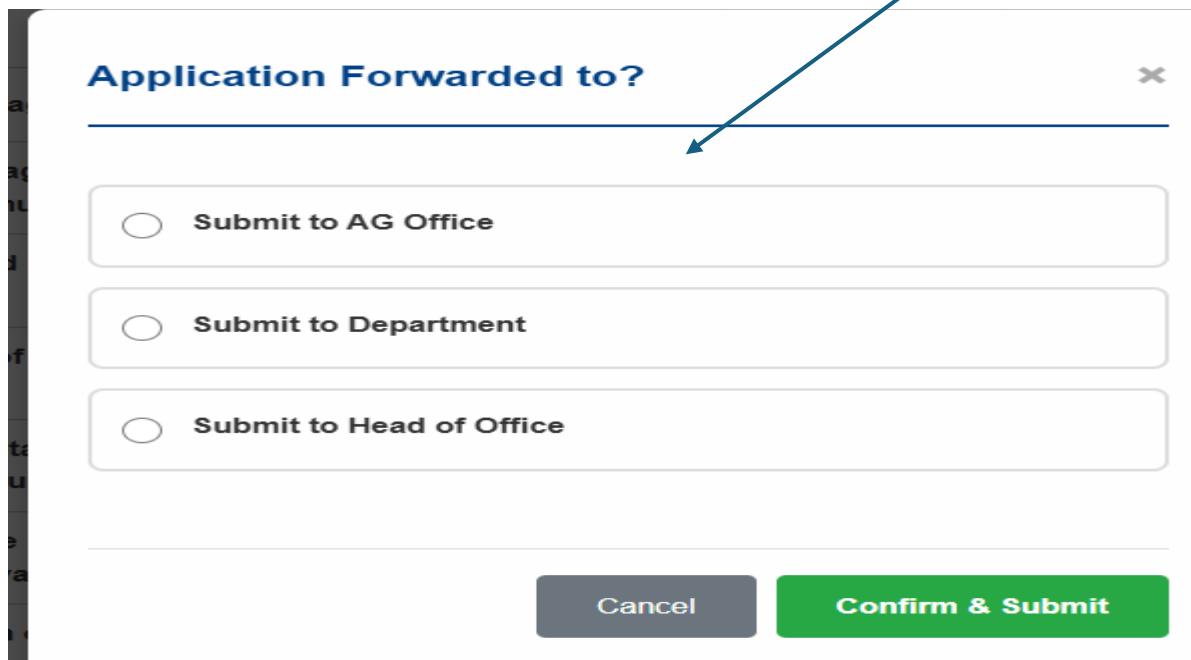
1. On downloading, the DDO must print the downloaded pre-filled form.
2. After printing the form, the DDO must ink signed the pre-filled form.
3. After putting ink signature, the DDO must scan the signed form and save in Hard drive or external drive on a particular folder.
4. Now click on 'choose file' 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.



Application Forwarded to?

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