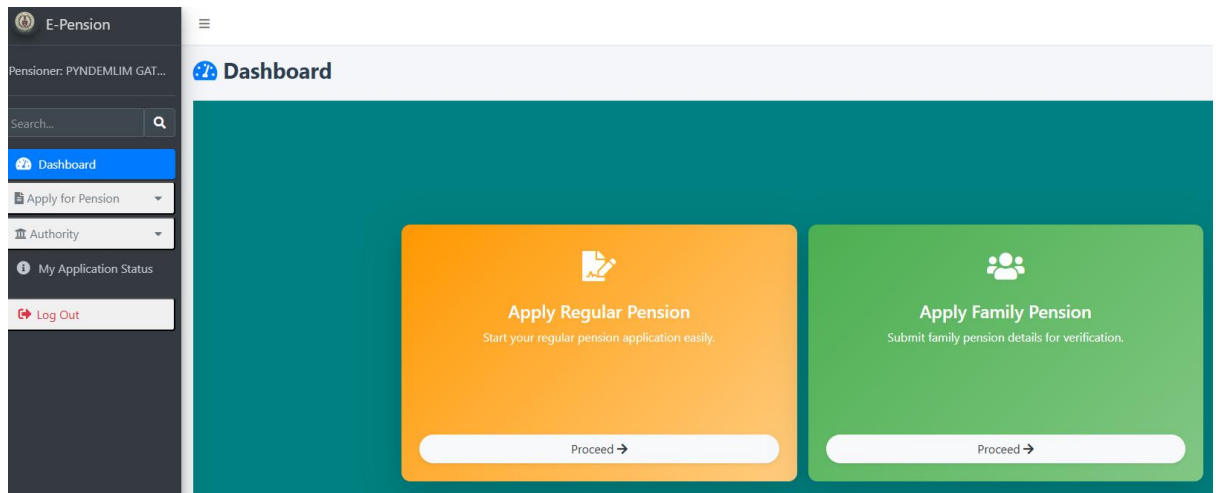


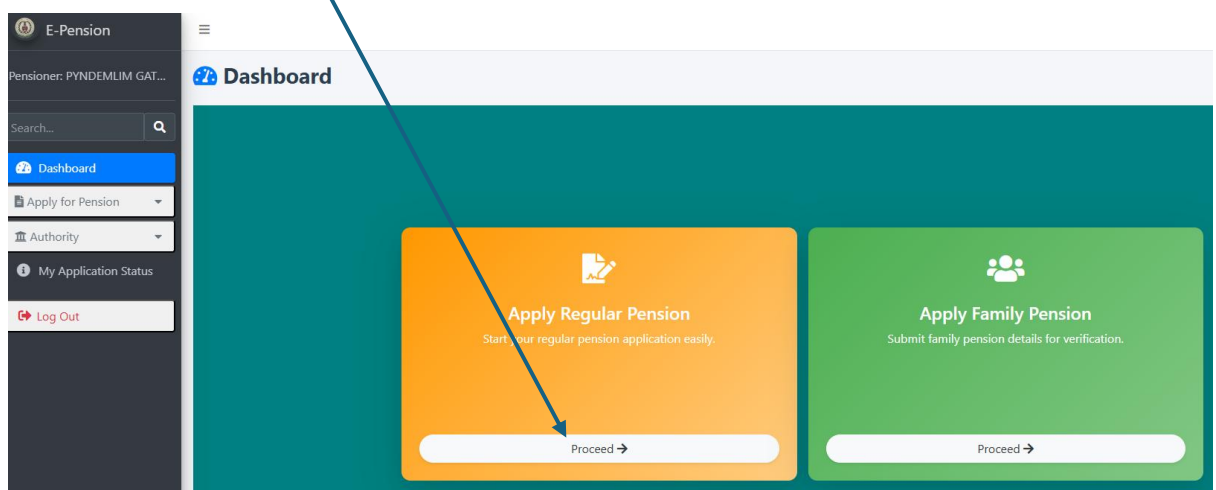
## Help for Applying Regular Pension

On Login as Pensioner, following the Dashboard screen will be shown:



You must follow the following Steps to complete submission of application to DDO.

Step 1: Click on Proceed button on 'Apply Regular Pension' as shown below:



**Step 2:** On clicking Proceed, first you must complete “**Profile Details**”. The Profile Details tab has been divided into different sections (a) Government Servant Details, (b) Whether All India Service Officer or Not, (c) Disbursing Authority, (d) Address before Retirement, (e) Address after Retirement, (f) Bank Details, (g) Option for Commutation and (h) Details of Provisional Pension paid. The pensioner must complete the details of each section before proceeding further as under:

(a) Government Servant Details. Most of the detailed of the Pensioners will be shown automatically. The data in grey area is not changeable. The Pensioner must enter the following detailed which are compulsory:

- Religion (Select from the list)
- Nationality
- Class of Pension
- Father's Name
- Marital Status

\* All the remaining field are required to be filled.

Government Servant Details		
GPF Number:	Pensioner Name:	*Designation Name:
CW/5271	PYNDEKLIM GATPHOH	ASST.ENGR. ▼
Gender:	*Religion:	*Nationality:
Male	-- Select Religion -- ▼	Indian ▼
Date of Birth:	Date of Joining:	*Class of Pension:
22-02-1967	24-05-1983	-- Select Pension Type -- ▼
Retirement Date:	Mobile Number:	Email:
28-02-2025		
*Father's Name:	*Marital Status:	
	-- Select Marital Status -- ▼	

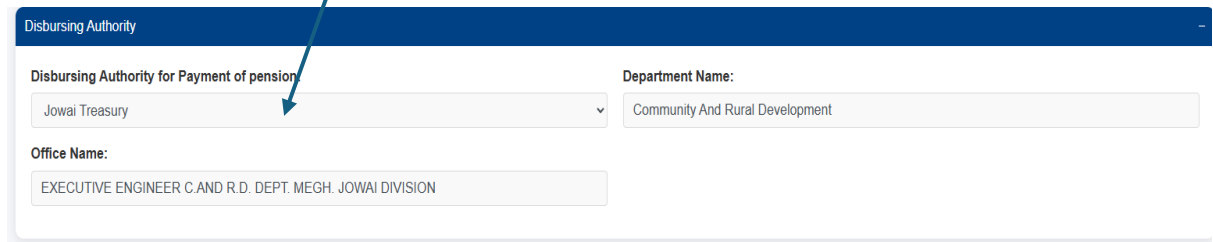
(b) Whether you are All India Service Officer? Just click Yes or No

\* Whether (All India Service) AIS?

☐ Yes ☒ No

(c) Disbursing Authority. The details of the disbursing authority such as Treasury from which you are drawing Salary, your Department and your Drawing and Disbursing Officer will be shown in this section as below. If the Pensioner like to change the Treasury from where he/she like to draw Pension, he/she can change the Treasury by selecting from the list.

**Note:** If you select “Others” as Treasury from the list, then you have to type the name of the Treasury from where you like to draw your pension



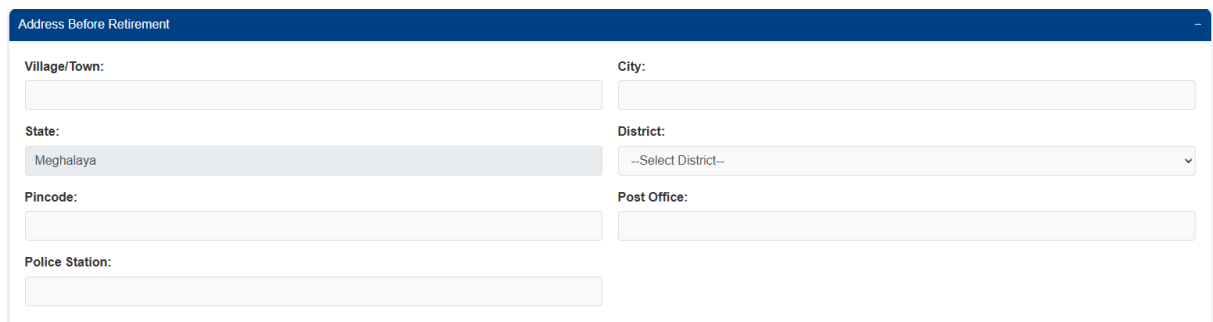
Disbursing Authority

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:** Pensioner must type the full address before Retirement in this Section as shown below



Address Before Retirement

Village/Town: [Text Field]

City: [Text Field]

State: Meghalaya

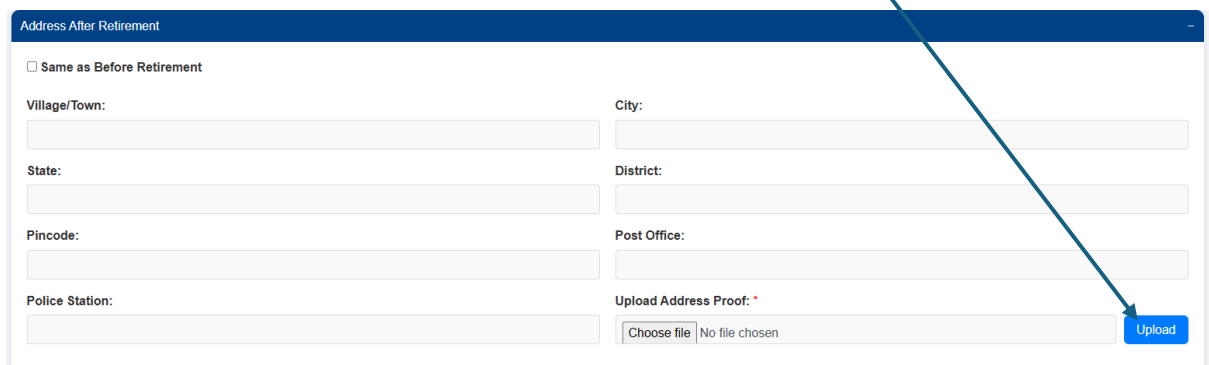
District: --Select District--

Pincode: [Text Field]

Post Office: [Text Field]

Police Station: [Text Field]

(e) **Address After Retirement:** Pensioner can select the option ‘same as Before Retirement’ to keep the same address. In the Pensioner which changes the address after retirement, then he/she must enter the detailed of the address and also upload the address proof document as shown below



Address After Retirement

☐ Same as Before Retirement

Village/Town: [Text Field]

City: [Text Field]

State: [Text Field]

District: [Text Field]

Pincode: [Text Field]

Post Office: [Text Field]

Police Station: [Text Field]

Upload Address Proof: \*

Choose file No file chosen

Upload

(f) **Bank Account Details:** Detailed of the Bank Account as per the salary disbursement will be shown automatically. In case if Bank Account is not showing, the Pensioner case ignore the same.

Bank Account Details

Bank Name:

STATE BANK OF INDIA

IFSC Code:

SBIN0003665

Account Number:

10941593314

- (g) **Option for Commutation:** The pensioner can select the option for commutation. In case the pensioner like to opt for commutation of pension, then the Pensioner has to enter the percentage value in the input box as shown below:

Commutation

Are you going to opt for commutation? ☐ Yes ☒ No

Commutation Percentage:

0

- (h) **Provisional Pension:** In case the Pensioner has been paid provisional pension, then the Pensioner must enter the amount of provisional pension paid in the input box as shown below:

Provisional Pension

Has provisional pension been paid? ☐ Yes ☒ No

Provisional Pension Amount:

Enter Provisional Pension Amount

After completion of entering all the details, the pensioner can click on ‘Save and Next’ button to go to next page as shown below:

Return to Dashboard

Save & Next

**Step 3: Family Details:** On completion of entering the details of the Nominee for DCRG and on click of ‘Save and Next’ button, it will be taken to ‘Family Detail’ page as shown below. The pensioner must enter all the family members with date of birth of each family member and their relationship.

**Note:** The pensioner must upload the Birth Certificate as proof of date of birth of each family member.

Pensioner Profile

Nominee Details

Family Details

Identification Mark

Document Upload

Preview Data

Upload Forms

Add Family Details

SL NO	Member Name	Date of Birth	Relationship	Remarks	Birth Certificate	Action
1		mm/dd/yyyy	Select		Upload	Delete

Any of the documents as shown below must be scanned and uploaded as proof of date of birth of each family member:

## Upload any Birth Certificate

Please upload any one of the following documents as a valid proof of birth:

1. School Certificate
2. Admit Card
3. EPIC Card
4. Aadhar Card
5. PAN Card
6. Affidavit from Court

No file chosen

**Step 4: Identification mark:** The pensioner must enter the identification mark as shown below:

[Pensioner Profile](#)
[Nominee Details](#)
[Family Details](#)
[Identification Mark](#)
[Document Upload](#)
[Preview Data](#)
[Upload Forms](#)

Identification Mark Details

Height: (in feet)

Personal Identification Mark 1:

Personal Identification Mark 2:

**Step 5: Document upload:** The pensioner must upload the following documents duly attested by the Gazetted Officer as shown below. These documents must be scanned and stored in hard drive or external drive after getting attested by the Gazetted Officer before uploading the same:




- Passport size joint photograph with spouse/self-photograph in case of single/widow/widower)
- Specimen signature or thump impression of the pensioner/applicant (Descriptive Roll)
- Single passport size self-photograph **in case opted for commutation of pension.**

[Pensioner Profile](#)
[Nominee Details](#)
[Family Details](#)
[Identification Mark](#)
[Document Upload](#)
[Preview Data](#)
[Upload Forms](#)

Upload Required Enclosures

SL.No	Enclosures* .JPG/JPEG files only.	File Upload / Preview
1	Passport size joint photograph with spouse/Self Photograph (in Case of Single/Widow/Widower) duly attested by the Gazetted officer.	<input type="button" value="Choose file"/> <span>No file chosen</span>
2	Specimen signature or thumb impressions of an Applicant duly attested by Gazetted Officer.	<input type="button" value="Choose file"/> <span>No file chosen</span>
3	A single passport size self photograph, duly attested by a Gazetted Officer for Commutation of Pension.	<input type="button" value="Choose file"/> <span>No file chosen</span>

**Step 6: Confirmation of filled data:** This page will show the pensioner the details of information provided along with uploaded photograph/s and specimen signatures. The pensioner must go through every details shown in this page and click verify check box as shown below:

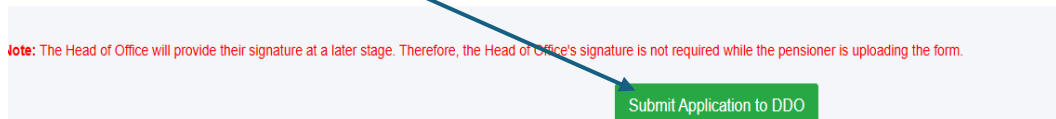
Height (in feet):	5.40 ft
Personal Identification Mark 1:	Mole in right hand
Personal Identification Mark 2:	Mole in right hand
<b>Document Uploaded</b>	
Joint / Single Photo (In Case of Single Widow/Widower)	
Self Passport Photo for Commutation	
Specimen Signature	
<b>Commutation</b>	
Commutation Opted?	YES Percentage: 40%
Provisional	
Has provisional pension been paid?	NO
<input checked="" type="checkbox"/> verify the above information before submission to DDO.	

**Step 7: Upload the signed forms:** The pensioner will be provided with the option to download duly filled forms. The pensioner must –

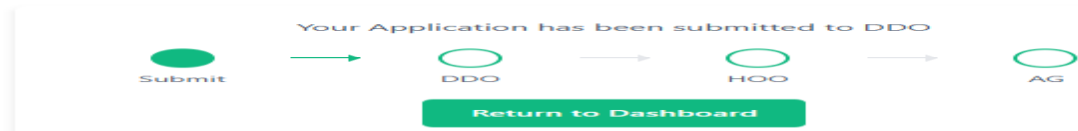
- (i) download the following forms
  - a. Form1 (with family) or Form 2 (without family)
  - b. Form 17 (Details of family members)
  - c. Commutation form (**in case opted for commutation**)
  - d. Letter of undertaking by the Pensioner
- (j) signed each form. **The counter signature of the DDO/HOO/HOD is not required it will be down at a later stage.**
- (k) Scanned the duly signed forms and save in the hard drive or external drive **by giving the Form No./Name of the file to identify the same while uploading.**
- (l) Upload the scanned document from the location where these files have been saved in the drive by clicking choose file and clicking on upload button after selecting the file.

Download the Forms and Signed and Upload for submission				
SL.No	Enclosures	Download	File	Actions
1	Form-1 (with family).	 Download FORM-1	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
2	Form-17 Details of family members .	 Download FORM-17	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
3	Commutation Form. (Form-1: at least three months before retirement, Form-2: to be submitted after retirement but within one year of the date of retirement, Form-3: after retirement beyond one year including Medical Certificate )	 Download FORM	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
4	Letter of undertaking by the Pensioner .	 Download FORM	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>

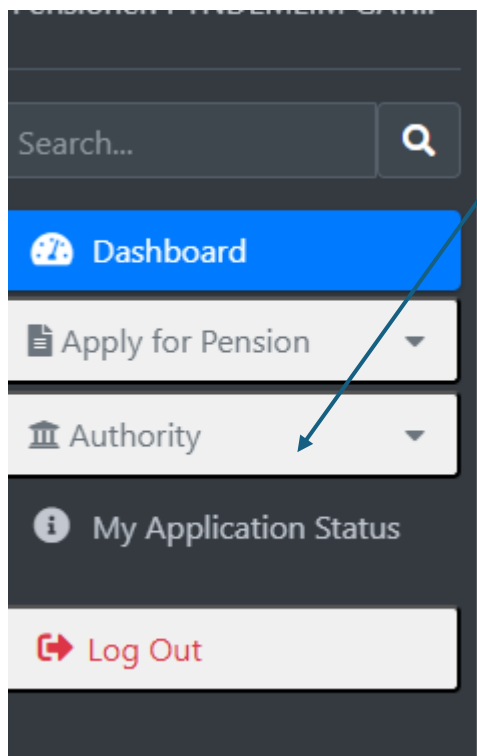
**Step 8: Submission of application to DDO:** After all the required documents are uploaded, the pensioner must click on ‘Submit Application to DDO’ button to submit his/her application to DDO as shown below:



Once the application is submitted to DDO, the pensioner will be shown the status of his/her application as shown below:



After submission of pension application, the pensioner can view the status of his/her application by clicking on ‘My application Status’ as shown below. It given real time position of his/her application:



**THANK YOU**