

I/310361/2023

Minutes of the Meeting on Excess Drawal of Pay and Allowances and Regularization of Pension held on 10-10-2023 (Tuesday) at 3.00 P. M. in the Conference Hall of GAD chaired by Commissioner & Secretary, ARTP&PG Department:

The list of officials present in the meeting are at Annexure-I.

At the very outset Commissioner & Secretary, ARTP&PG Department welcomed all the members present in the meeting (at Annexure I) and the members present introduced themselves. Thereafter, Shri Manabendra Goswami, Director (IT), NIC, Assam made a presentation on the status report of pension cases in Kritagyata Portal and after threadbare discussion the following decisions were taken.

1. The service Book of all employees shall be updated by the Head of Office well in time before the date of retirement. The name correction (if any) in the service book should be as per Aadhaar card / PAN Card of the employees. In this regard, all the Directorates of Department of School Education may perhaps initiate a proposal to their Administrative Department requesting name correction of the employees in the service book as per Aadhaar card / PAN Card of the employees **(Action: HoO/HoD)**
2. HOD should meet all the deficiencies related to service book and update family details, Current Address , Date of Birth, Date of joining, Pay Entry , Date of Retirement , Post Confirmation , Excess Drawal, cases related to Judicial Department proceedings while updating the service book. **(Action: HoO/HoD)**
3. As we know in the month of November every year there is a statewide drive for holding Pension Adalats (disposing of pending pension proposals), Jeevan Praman (online submission of Life Certificates) etc. for creation of pensioners' database, in the same month, an exercise will be taken up by all the Directorates under Department of School Education for the employees who will retire from service w.e.f. January 2024 to June 2025 for updation of their Service Books (as per the checklist at Annexure-II.) In the consecutive phases this drive will be for all the employees who will retire from service in July,2025 to 2026 respectively. **(Action: NIC/ DOP/HoO/HoD)**
4. Any discrepancies in pay fixation, date of birth should be rectified and brought to the notice of the authority in advance for timely finalization of pension. Excess drawal of pay and allowances and overstay in service should be avoided. **(Action: HoO/HoD)**
5. Service Book should be standardized, checked and verified in advance. **(Action: HoO/HoD)**
6. Missing credits in GPF fund, subscription of GIS in appropriate group etc. should also be checked and rectified in advance before finalization of Pension. **(Action: HoO/HoD)**
7. In Kritagyata Portal there should be a facility of uploading the service book of the employee 15 (fifteen) months prior to his retirement, so that all those who are retiring within and up to the month of June of every year, their Pension proposals can be submitted to Director of Pension or AG, Assam, 6 (six) months before the date of retirement as it does not attract any periodic increment. **(Action: NIC)**

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8. Kritagyata portal to be integrated with MIS system of the Department of School Education viz Shiksha Setu, Samarth and U Dise+ for fetching relevant details of Retiring employees of all Schools under Education Department. **(Action: NIC)**
9. A pop up should be flashed in the Home Screen of KRITAGYATA portal showing the date of retirement of employees in different months of the year. **(Action: NIC).**
10. A field may be added in Form-7 working sheet to capture the Authority (Head Master/Principal/ Finance Department) for granting stepping up of pay by the HoO .This will facilitate the generation of filtered report to be used for office level intervention. **(Action: NIC)**
11. The Directorates of Department of School Education should ensure that the Hand Book of Pension is popularized among all offices under them. **(Action: HoO/HoD)**
12. 'A Hand book of Pension' available in printable format in Kritagyata portal and eOffice portal is to be used as reference for all associated queries.

The meeting ended with vote of thanks from the Chair.

Commissioner & Secretary to the Govt. of Assam
ARTP&PG Department

Memo No. PPG-11/15/2022/52

Date- 13.10.2023

Copy to:

1. PS to Commissioner & Secretary, ARTPPG Department, Dispur for favour of appraisal of the Commissioner & Secretary.
2. PS to Secretary, ARTPPG Department, Dispur for favour of appraisal of the Secretary.
3. PS to Secretary, Department of School Education, Dispur for favour of appraisal of the Secretary.
4. Shri Manabendra Goswami, Director (IT), NIC, Assam for information and necessary action.
5. Director of Pension, Assam, Housefed complex, Last Gate, Dispur-06 for information and necessary action
6. Director of Secondary Education, Kahilipara Assam 781019 information and necessary action.
7. Director of Elementary Education, Kahilipara Assam 781019 information and necessary action.

By order etc.,
(e-signed)

Commissioner & Secretary to the Govt. Of Assam
ARTP&PG Department

Annexure-I

Member present in the meeting on Excess Drawal of Pay and allowances and Regularization of Pension held on 10.10.2023 in the in the Conference Hall of GAD :

Sl. No.	Name	Designation
1	Shri Shantanu P. Gotmare	Commissioner & Secretary, ARTPPG Department
2	Smti Monita Borgohain	Secretary, ARTPPG Department
3	Shri Mahmood Hassan	Secretary, ARTPPG Department
4	Pallabi Phukan	Secretary, Department of School Education
5	Prajnya Saharia	Addl. Secretary, Department of School Education
6	Atonu Sarma	Joint Secretary, ARTPPG Department
7	Manabendra Goswami	Director (IT), NIC, Assam
8	Suranjana Senapati	Director, Elementary Education
9	Bikash Das	Director of Pension
10	Ranjan Phukan	Inspecting Auditor, O/o the Director Elementary Education, Assam
11	Saifuddin Ahmed	Financial Advisor, O/o the Director Elementary Education, Assam
12	Nayan Moni Sharma	Financial Advisor, O/o the Director Secondary Education, Assam
13.	Dhurbajyoti Sarma	Financial Advisor, O/o the Director of Pension, Assam
14	Rajib Lochan Baruah	Asstt. Director , O/o the Director of Elementary Education, Assam.
15	T. Kalita	Deputy Director of Secondary Education