

No. 285925/24  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI - 6.

Dated Dispur, the 27<sup>th</sup> March, 2023.

To,  
The Accountant General (A&E), Assam  
Maidamgaon, Beltola  
Guwahati-781 029.

Sub. : Pension Papers in respect of Shri Hemen Das, IAS (Retd.).  
Sir,

I am directed to forward herewith an application in Form No. 3&5 in original alongwith its enclosures as detailed below submitted by Shri Hemen Das, IAS (Retd.), Secretary to the Govt. of Assam, for sanctioning pension and DCRG.

Provisional Pension and Provisional DCRG has not been sanctioned to Shri Hemen Das, IAS (Retd.) from this end.

You are requested to verify it, there is any outstanding liabilities pending against the officer and if so to make necessary adjustment against the amount of DCRG due to him.

An application for Commutation of Pension is also forwarded herewith for furnishing the Admissibility Report to the Pension & Public Grievances Department at the earliest.

**Enclosed :**

- 1) Form No. 3, 5, 7 and 8.
- 2) 2(two) copies of specimen signature and two copies of height & Identification mark of Shri Hemen Das, IAS (Retd.)
- 3) 3(three) copies of Passport size photograph of Shri Hemen Das, IAS (retd.) and his wife duly attested.
- 4) 1(one) copy of Undertaking.
- 5) 1(one) copy of option for Central Govt. Health Scheme (CGHS).
- 6) 1(one) copy of No Demand Certificate.
- 7) 1(one) copy of option for drawal of Pensions/Gratuity through the Treasury and Bank.
- 8) Form No. 1 Common Nomination Form for Gratuity, GPF and Central Govt. GIS.
- 9) Annexure-III Proforma for Zero Option of Drawal of Pension, Govt. of India.
- 10) An application for Commutation of Pension alongwith 2(two) copies of single passport size photograph of Shri Hemen Das, IAS (Retd.).
- 11) 1(one) copy of Salary Statement

Yours faithfully

*sel*

Additional Secretary to the Govt. of Assam  
Personnel (A) Department

Memo No. 285925/24-A  
Copy to :-

Dated Dispur, the 27<sup>th</sup> March, 2023.

1. Shri Hemen Das,, IAS, Retired Secretary to the Govt. of Asam, Dispur, Guwahati-6.
2. The Deputy Secretary to the Govt. of Assam, Pension & Public Grievances Department, Dispur, Guwahati-781 006.
3. The personnel.assam.gov.in, Personnel (A) Department, Dispur, Guwahati-06.

By order etc.,

*27/3/23*  
Additional Secretary to the Govt. of Assam  
Personnel (A) Department