

No. AAI.44/2014/176
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI - 6.

Dated Dispur, the 9th May, 2019

To,

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

Sub. : Pension Papers in respect of Smti. Sadhana Hojai IAS (Retd.)

Sir,

I am directed to forward herewith an application in Form No. 3&5 in original along with its enclosures as detailed below submitted by Smti. Sadhana Hojai IAS Retired Secretary to the Govt. of Assam, Sports & Youth Welfare Department for sanctioning Pension and DCRG.

Provisional Pension and Provisional DCRG has not been sanctioned to Smti. Sadhana Hojai 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 her.

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 Smti. Sadhana Hojai IAS (Retd.)
- 3) 3(three) copies of Passport size photograph of Smti. Sadhana Hojai IAS (Retd.) and her husband duly attested.
- 4) 1(one) copy of Undertaking.
- 5) 1(one) copy of No Demand Certificate.
- 6) 1(one) copy of option for drawal of Pensions/Gratuity through the Treasury and Bank.
- 7) Form No. 1 Common Nomination Form for Gratuity, GPF and Central Govt. GIS.
- 8) Annexure-III Proforma for Zero Option of Drawal of Pension.
- 9) 1(one) copy of option for Central Govt. Health Scheme (CGHS).
- 10) 4 (four) copies of Salary Statements.
- 11) 1 (one) copy of pay slip issued by the A.G.Assam.
- 12) 1 (one) copy of letter No AAP.96/2001/24 dated 26.6.18.
- 13) 1(one) copy of clearance certificate of HUDCO.
- 14) 1(one) copy of LPC
- 15) 1(one) copy of letter No.Nil dated 25.3.19 from Smti. Sadhana Hojai IAS (Retd.)

Yours faithfully

(Sri Nityananda Boro)
Deputy Secretary to the Govt. of Assam
Personnel (A) Department

Dated Dispur, the 9th May, 2019

Memo No. AAI 44/2014/176-A

Copy to :-

1. Smti. Sadhana Hojai IAS (Retd.) Ladies Park, P.O- Halflong, Dima Hasao Pin-788819 for information.
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.,

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