

GOVERNMENT OF MANIPUR
DIRECTORATE OF TREASURIES & ACCOUNTS, MANIPUR

OFFICE MEMORANDUM

Imphal, the 2nd June, 2022


No. PE-Tre-2/6/2022-DTA-DT&A: The matter regarding the procedure followed for conversion of Family Pension to the claimant (spouse) after the expiry of the pensioner has been considered and it has come to the notice of the Directorate that a uniform method is not followed by all pension-disbursing Treasuries/Sub-Treasuries in terms of documents required to be submitted and procedure followed after submission of documents. It has also been observed that there are no extant orders/instructions for the above.

2. In view of the above, the following instructions regarding conversion of superannuation pension to family pension (spouse) are hereby issued to all concerned: -

- (i) The request for conversion to family pension is to be submitted to the concerned Treasury/Sub-Treasury Officer by the claimant in the Form-FPC attached herewith below (along with the revised format of Descriptive Roll & Specimen Signature);
- (ii) On receipt of the application, concerned Treasury/Sub-Treasury Officer will check the documents/enclosures submitted;
- (iii) In case any document/enclosure is missing or incomplete, the Treasury/Sub-Treasury Officer will inform the claimant regarding the same through the mobile/contact number given in the application;
- (iv) Once all documents/enclosures are correct and complete, the Treasury/Sub-Treasury Officer will process conversion of pension to family pension;
- (v) After the required entries are completed in Pension software, the claimant will be called for photography by the Treasury/Sub-Treasury Officer;
- (vi) When the above process is over, the Pensioners' portion of PPO will be handed over to the family-pensioner after making suitable entry with seal and signature of the Treasury/Sub-Treasury Officer. Signature/thumb-print of family pensioner will be recorded in Register.

3. Notwithstanding any of the above, the verification and identification of the claimant for family-pension is the sole responsibility of the Treasury/Sub-Treasury Officer.

4. For cases of family conversion to eligible children of the pensioner/family pensioner, the extant requirement of getting necessary Authority from the Accountant General's office will stand.


(Vivek Singh Elangbam)
Director
Treasuries & Accounts,
Manipur

Copy to:

1. All Treasury/Sub-Treasury Officers.
2. Relevant file.

To

The Treasury/Sub-Treasury Officer
 Manipur.

Subject: - Request for conversion of Family Pension for PPO..... on expiry of
 pensioner Shri/Smt

Madam/Sir,

I have the honour to submit the following information: -

i).	PPO No.	
ii).	Name of pensioner (expired)	
iii).	Date of expiry/death	
iv).	Address	
v).	Applicant's Name	
vi).	Relation with pensioner	

It is requested to take up necessary action for conversion of family pension in my favour as I am the legal wife/husband of the deceased pensioner. The required documents are enclosed herewith as follows:

Sl. No.	Documents:	Encl. (Y/N):
1.	Death Certificate (Municipality/Govt. Hospital/Registrar of births & deaths)	
2.	Affidavit for claim of family pension (sworn in presence of Oath Commissioner)	
3.	Specimen Signature/Descriptive Roll	
4.	Attested photo-copy of Aadhaar of applicant	
5.	Three passport-sized photographs of applicant duly attested	
6.	No-loan/No-due/No-liability certificate or letter from bank (expired pensioner's a/c)	
7.	Photo-copy of bank-passbook of claimant	
8.	Photo-copy of electoral roll of claimant duly attested	
9.	Legal wife/legal husband certificate of applicant issued by concerned SDO	
N.B.: <i>i). All photo-copies to be attested by Gazetted Officer</i> <i>ii). Photo-copy of I-Card of attesting Gazetted officer to be enclosed</i> <i>iii). In case bank-account of claimant is opened in same branch of expired pensioner, there is no need to submit No-loan/No-due certificate of expired pensioner</i>		

Date:.....

Place:.....

Mobile/contact No.:

Yours faithfully,

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DESCRIPTIVE ROLL AND SPECIMEN SIGNATURE

1. Name of Applicant for family pension.....

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2. Name of expired pensioner.....

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3. PPO No.....

4. Address of applicant.....

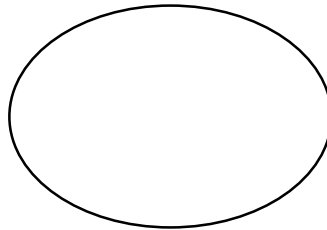
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5. Height of applicant.....

6. Identification mark of applicant.....

7. Date of birth of applicant.....

8. Thumb-print of applicant:



9. Specimen-signature of applicant

(i).....

(ii).....

(iii).....

Certified that the above information/details are true and is attested by me as follows:

(Signature + official seal of gazetted officer)



How to check genuine-ness of Aadhaar:

- 1). Online mode: Age-band, gender, state and last 3 digits of the mobile of an Aadhaar holder can be verified by visiting **myaadhaar.uidai.gov.in/verifyAadhaar** by entering the Aadhaar number

- 2). Offline mode: Every Aadhaar card/Aadhaar letter/eAadhaar has a secure QR code printed on it, which contains demographic details as well as photographs of the person. (Even if the Aadhaar card is tampered by photoshopping another person's photograph, the information in the QR code is secure and tamper-proof as it is digitally signed by UIDAI). The QR code can be read by "Aadhaar QR scanner" app available on Google Playstore.