

FORM 8

(See rules 61 (1))

(Form of letter to the Accounts Officer forwarding the pension paper of a Government servant)

**Government of Meghalaya
Personnel A.R.(A) Department, Shillong**

No.PER./

Dated Shillong, the th , 20

From : The Under Secretary to the Govt. of Meghalaya,
Personnel AR(A) Department, Shillong

To : The Senior Accounts Officer,
Office of the Accountant General (A & E), Meghalaya,
Shillong.

Subject:- **Pension papers of Shri _____ IAS,
_____ to the Govt. of Meghalaya, _____ etc.
Departments.**

Sir,

I am directed to forward herewith the pension papers of **Shri _____, IAS, _____ to the Govt. of Meghalaya, _____ etc. Departments** who is due to retire from Government service with effect from _____ (AN) for necessary action from your end.

2. The details of Government dues which will remain outstanding on the date of retirement of the Govt. servant and which need to be recovered out of the amount of retirement gratuity are indicated below:-

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|--|---|
| (a) Balance of the house-building or conveyance advance | ₹ |
| (b) Overpayment of pay and allowances including leave salary | ₹ |
| (c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961) | ₹ |
| (d) Aerears of license fee for occupation of Government Accommodation | ₹ |
| (e) The amount of license fee for the retention of Government accommodation for the permissible period beyond the date of retirement | ₹ |
| (f) Amount to be withheld as per intimation of the Directorate of Estates under rule 72(5), if any | ₹ |
| (g) Any other assessed dues and the nature thereof | ₹ |

3. Your attention is invited to the **enclosures** forwarded herewith.

4. The receipt of this letter may be acknowledged and this Department be informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.

5. The retirement gratuity will be drawn and disbursed by this Department on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

List of enclosures

1) Form 5 and Form 7 duly completed, along with enclosures and checklist.

Note : Service Book (Not enclosed as Service Record is maintained by AG)

Under Secretary to the Govt. of Meghalaya
Personnel AR (A) Department

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