

Form – 3
FORM FOR SANCTIONING PENSION
(See Rule 62 (b), 67, 72 (7))

(To be sent in duplicate if payment is desired in a different circle of audit).

Name of the Government servant :

Father's name (and also husband's name in the case of a female Government servant) :

Present or last appointment including name of establishment. :

Orders of the pension sanctioning authority (to be filled in only when pension is reduced).

(a) The undersigned having satisfied himself/has been directed to state, that the service of Shri/Smti/Kumari _____ has not been thoroughly satisfactory hereby orders/ and to say, that the full pensions or gratuity or both which may be accepted by the Audit Officer as admissible under the Meghalaya Civil Services (Pension) Rules, 1983 shall be reduced by the specified amount or percentage indicated below :-

Amount or reduction in the pension :

Amount of reduction in the gratuity :

The grant of pension of gratuity shall take effect from :

(b) This order is subject to the condition that if the amount of pension as authorized be, afterwards found to be in excess of the amount of which the Government servant is entitled under the Meghalaya Civil Services (Pension) Rules, 1983, he/she shall be called upon to refund such excess. :

(c) The pension and gratuity are changeable to the head of Account. :

Place:

Dated the

Signature and designation
Of the Head of Office

"Strike out whichever is not applicable"