

F O R M – 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:

Date the

Signature and designation
Of the Head of Office

"strike out whichever is not applicable"