



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

ADMINISTRATIVE REFORMS, TRAINING,

PENSION & PUBLIC GRIEVANCES DEPARTMENT

EXECUTIVE ORDER

The 24th August, 2026

eCF. No. PPG/643293-78.-

Sub: Monitoring of submission of Pension Forms by Retirees and forwarding of proposals by Head of Offices.

In pursuance to the instruction received from Hon'ble Chief Minister, Assam and in interest of ensuring timely processing of pension cases and adherence to the timelines prescribed by the Government, the Senior-Most Secretary of each department is required to regularly monitor the timely submission of pension forms by retirees/retiring employees of offices under the jurisdiction of their respective department.

The list of retirees who have already been added in Kritagyata but are yet to submit their pension forms to their concerned Head of Offices (HOOs) shall be generated periodically from the Kritagyata portal and circulated to the respective offices for facilitating immediate submission of retiree forms to enable the subsequent processing stages at the HOO level and AG/DOP level.

Similar steps may be taken towards forwarding of pension proposals by Head of Offices.

Terms of Reference:

1. The Finance Department, through its FinAssam portal, shall ensure that retiree data for auto-addition is regularly shared with the Kritagyata portal as per the timeline of 12 months before the Date of Retirement.

2. The administrative departments, using the Department Admin accounts (provided to the Nodal Officers of the department) in the Kritagyata Portal, shall actively monitor delays in pension cases, both at the retiree level and the HOO level.
3. The Head of Offices must ensure that the pension proposals are forwarded to the AG/DOP level in the Kritagyata portal, as per the standard timeline, to facilitate timely issuance of PPO to the retirees.
4. The office of the Pension Issuing Authority (AG Assam / DOP Assam - as the case may be) must take necessary steps to approve the pension cases in a timely manner to facilitate the issuance of PPOs at least one month before the retirement date.

PATIBANDLA ASHOK BABU,
Commissioner & Secretary to the Government of Assam,
Administrative Reforms, Training, Pension
and Public Grievances Department.