

GOVERNMENT OF NAGALAND
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PENSION BRANCH)

NO.PAR/PEN/FMLY-1/2017

Dated: Kohima, the 22nd May, 2025

OFFICE MEMORANDUM

Sub: Guidelines for recording family details in the Pension Form.

It has been observed that retiring government servants are providing unofficial name/nickname and incorrect date of birth of their family members in the family details column during submission of pension papers.

It has also been brought to notice that numerous pension cases pertaining to change of name and change of date of birth of nominees in the Pension Payment Order (PPO) Book for the purpose of family pension are lying pending in the office of the Principal Accountant General, Kohima, due to its association with future complications.

Therefore, with a view to sensitise the retiring government servants on the proper procedure for recording family details in the Pension Form, the following guidelines are hereby issued for strict compliance:

- i) The retiring government servant shall ensure that only the official name and official date of birth of nominees are provided in the Pension Form.
- ii) The name and date of birth of nominees recorded in the Birth Certificate issued by the Department of Economics & Statistics and HSLC Matriculation Admit Card shall be considered as official for the purpose of pension.
- iii) In the case of those who were not able to study till Class-10 for various reasons, their official name shall be the name recorded in Indigenous Inhabitant Certificate or any Academic Certificate of Elementary School, and the date of birth registered in the Birth Certificate obtained from the Department of Economics & Statistics shall be considered as their official date of birth.
- iv) With regard to past and pending cases, the concerned Treasury Office/Bank shall accept the '**Birth Certificate**' and '**Affidavit for Declaration of Name**' issued by the Department of Economics & Statistics and 1st Class Judicial Magistrate respectively, as legal documents for resumption of payment of pension to the eligible nominee, where approval of P&AR Department has been obtained.
- v) Henceforth, alteration of family details in the PPO Book shall not be allowed in respect of settled pension cases in order to prevent fraudulent drawal of pension.

Sd/- **Dr. J. ALAM, IAS**

Chief Secretary to the Government of Nagaland

Dated: Kohima, the May, 2025

NO.PAR/PEN/FMLY-1/2017

Copy to:

1. The Commissioner & Secretary to the Governor, Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS to Deputy Chief Minister, Nagaland, Kohima.
4. The PS to the Speaker, Nagaland Legislative Assembly, Kohima.
5. The PS to all Ministers/Advisors, Nagaland, Kohima.
6. The PPS to the Chief Secretary, Nagaland, Kohima.
7. The Principal Accountant General, Nagaland, Kohima.
8. All Administrative Heads of Department, Nagaland, Kohima.
9. All Heads of Department, Nagaland, Kohima.
10. All Nagaland Houses.
11. The Director, IT&C with a request to upload in P&AR Department's website.
12. Office copy / Guard file.


22/5/2025
(**RENBONI MOZHUI**) NCS
Secretary to the Government of Nagaland