

GOVERNMENT OF MANIPUR
DIRECTORATE OF TREASURIES & ACCOUNTS

OFFICE MEMORANDUM

Imphal, the 6th April, 2022

No. 4/15/91-DTA (04-86): It has been observed in several instances that there is a long time lag between receipt of pension-documents by pension-disbursing Treasuries/Sub-Treasuries and the actual processing/payment of pensionary benefits by the Treasuries/Sub-Treasuries viz., (i) first payment of pension, (ii) revision of pensionary benefits and (iii) conversion of family-pension to the pensioners. Instances of delays in processing/payment have led to complaints from various quarters, especially the pensioners, which ultimately presents an undesirable impression of the whole Treasury establishment.

2. In order to facilitate monitoring of such cases, both at the level of the Treasury Officers/Sub-Treasury Officers, and also at the Directorate Level, all pension-disbursing Treasury/Sub-Treasury Officers shall, henceforth, submit **Monthly Reports** (whichever applicable) to the undersigned showing the following details: -

SI. No.	Particulars	Remarks
(i)	PPO No.	Received by Treasury staff from Directorate of Treasuries & Accounts (for first payments of pension/Revision of pensionary benefits)
		Received from claimant/family-member for Family Pension conversion submitted to Treasury/Sub-Treasury
(ii)	Name of Pensioner/ Family Pensioner	As given in the pension-document/PPO
(iii)	Date of Receipt	From Directorate of Treasuries & Accounts (for first payments of pension/Revision of pensionary benefits)
		For Family Pension - Date of receipt at Treasury/Sub-Treasury
(iv)	Status of payment	Passed (Yes/No)
(v)	Remarks	(if any, related to the particular case)

3. The format of Monthly Status Report for (i) First Payment of pension, (ii) Revision of Arrears and (iii) Family Pension Conversion is enclosed herewith.

4. All pension-disbursing Treasury Officers/Sub-Treasury Officers shall submit the **Monthly Status Report** to the Directorate (both in Hard Copy and by e-mail in MS word format to gen.sec.dta@gmail.com) **on or before the 5th of the subsequent month w.e.f from the month of April 2022** onwards without fail.

(Vivek Singh Elangbam)
Director,
Treasuries & Accounts,
Manipur

Copy to:

1. S.O. to Chief Secretary (Finance), Government of Manipur
2. All Treasury/Sub Officers, Manipur – **for strict compliance of the order**
3. Guard File

