

**IMPORTANT**

No. PE-Tre-2/6/2022-DTA-DT&A /407  
GOVERNMENT OF MANIPUR  
DIRECTORATE OF TREASURIES & ACCOUNTS, MANIPUR  
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Imphal, the 24<sup>th</sup> January 2025

To

1. Treasury Officer .....
2. Sub-Treasury Officer .....

Subject: - STANDARD OPERATING PROCEDURE for Family Pension Conversion at  
Treasuries / Sub-Treasuries.

Madam / Sir

The Directorate of Treasuries & Accounts has issued Office Memorandum No. PE-Tre-2/6/2022-DTA-DT&A dated 02-06-2022 regarding the procedure to be followed by all Pension-disbursing Treasuries and Sub-Treasuries for conversion of superannuation pension to family pension (spouse). It is a known fact that verification and identification of the claimant for family-pension is the sole responsibility of the Treasury/Sub-Treasury Officer.

2. It is also re-iterated that for all cases of family conversion to eligible children of the pensioner/family pensioner, the Authority document from the Principal Accountant General (A&E)'s office will be required before any processing of family pension to the eligible child.

3. The prevailing procedure has been reviewed and it has been decided to issue a Standard Operating Procedure (S.O.P) in order to tackle any false claim and/or wrong payments which is attached below.

4. This Standard Operation Procedure shall come into effect IMMEDIATELY.

Encl.: As stated above.

Yours faithfully

*N. Sudip Singh*

N. Sudip Singh)

Director

Treasuries & Accounts  
Manipur  
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**Standard Operating Procedure for Family Pension Conversion at Treasuries/Sub-Treasuries:**

- (1). The request for conversion to family pension is to be submitted to the concerned Treasury/Sub-Treasury Officer by the claimant in the Form-FPC attached herewith below (along with the revised format of Descriptive Roll & Specimen Signature);
- (ii). On receipt of the application, concerned Treasury/Sub-Treasury Officer will check the documents/enclosures submitted:

Sl. No.	Documents:
1.	Death Certificate (Municipality/Govt. Hospital/Registrar of births & deaths)
2.	Affidavit for claim of family pension (sworn in presence of Oath Commissioner)
3.	Specimen Signature/Descriptive Roll
4.	Attested photo-copy of Aadhaar of applicant
5.	Three passport-sized photographs of applicant duly attested
6.	No-loan/No-due/No-liability certificate or letter from bank (expired pensioner's a/c)
7.	Photo-copy of bank-passbook of claimant
8.	Photo-copy of electoral roll of claimant duly attested
9.	Legal wife/legal husband certificate of applicant issued by concerned SDO

- (iii). All photo-copies of documents enclosed by the claimant should be attested by a Gazetted Officer. A photo-copy of the I-Card of the attesting Gazetted officer is to be enclosed;
- (iv). Document at Sl. No. 2 ("Affidavit for claim of family pension (sworn in presence of Oath Commissioner") is to be submitted in original by the claimant;
- (v). In case any document/enclosure is missing or incomplete, the Treasury/Sub-Treasury Officer will inform the claimant regarding the same through the mobile/contact number given in the application;
- (iv). The Treasury/Sub-Treasury Officer will verify the following documents as shown below:

Sl. No.	Document	Verification by Treasury/Sub-Treasury Officer
1.	Legal wife/legal husband certificate of applicant issued by concerned SDO	<b>Verification from concerned issuing official</b>
2.	Photo-copy of electoral roll of claimant duly attested	Verification from Electoral website: <a href="https://electoralsearch.eci.gov.in/">https://electoralsearch.eci.gov.in/</a> <a href="https://ceomanipur.nic.in/eroll">https://ceomanipur.nic.in/eroll</a>
3.	Attested photo-copy of Aadhaar of applicant	<a href="https://myaadhaar.uidai.gov.in/verifyAadhaar">myaadhaar.uidai.gov.in/verifyAadhaar</a> & by scanning QR code on Aadhaar card
4.	Photo-copy of bank-passbook of claimant	Verification from concerned bank-branch

*N. Sudip Singh*

- (v). Once all documents/enclosures are correct and complete, the Treasury/Sub-Treasury Officer will process conversion of pension to family pension;
- (v). After the required entries are completed in Pension software, the claimant will be called for photography by the Treasury/Sub-Treasury Officer;
- (vi). The family-pensioner will appear in front of the Treasury/Sub-Treasury Officer. On satisfaction of the identity and documents, the Treasury/Sub-Treasury Officer will fill up the Family-pensioner Verification Form, sign (with seal) and save the same in a separate file for this purpose.
- (vi). When the above process is over, the Pensioners' portion of PPO will be handed over to the family-pensioner after making suitable entry with seal and signature of the Treasury/Sub-Treasury Officer. Signature/thumb-print of family pensioner will be recorded in Register.

*v. Indip Singh*



To

The Treasury/Sub-Treasury Officer .....  
Manipur.

Subject: - Request for conversion of Family Pension for PPO..... on expiry  
of pensioner Shri/Smt .....

Madam/Sir,

I have the honour to submit the following information: -

i).	PPO No.	
ii).	Name of pensioner (expired)	
iii).	Date of expiry/death	
iv).	Address	
v).	Applicant's Name	
vi).	Relation with pensioner	

It is requested to take up necessary action for conversion of family pension in my favour as I am the legal wife/husband of the deceased pensioner. The required documents are enclosed herewith as follows:

Sl. No.	Documents:	Encl. (Y/N):
1.	Death Certificate (Municipality/Govt. Hospital/Registrar of births & deaths)	
2.	Affidavit for claim of family pension (sworn in presence of Oath Commissioner)	
3.	Specimen Signature/Descriptive Roll	
4.	Attested photo-copy of Aadhaar of applicant	
5.	Three passport-sized photographs of applicant duly attested	
6.	No-loan/No-due/No-liability certificate or letter from bank (expired pensioner's a/c)	
7.	Photo-copy of bank-passbook of claimant	
8.	Photo-copy of electoral roll of claimant duly attested	
9.	Legal wife/legal husband certificate of applicant issued by concerned SDO	

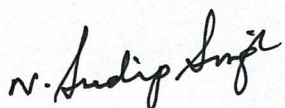
N.B.: i). All photo-copies to be attested by Gazetted Officer. Photo-copy of I-Card of attesting Gazetted officer to be enclosed  
ii). In case bank-account of claimant is opened in same branch of expired pensioner, there is no need to submit No-loan/No-due certificate of expired pensioner

Date:.....

Place:.....

Mobile/contact No.: .....

Yours faithfully,



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## **DESCRIPTIVE ROLL AND SPECIMEN SIGNATURE**

1. Name of Applicant for family pension.....

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2. Name of expired pensioner.....

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3. PPO No.....

4. Address of applicant.....

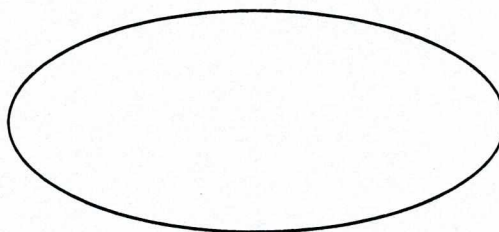
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5. Height of applicant.....

6. Identification mark of applicant.....

7. Date of birth of applicant.....

8. Thumb-print of applicant:



9. Specimen-signature of applicant

(i).....

(ii).....

(iii).....

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Certified that the above information/details are true and is attested by me as follows:

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(Signature + official seal of gazetted officer)

*N. Indira Singh*

Passport photo of  
applicant attested  
by gazetted officer



**Family-pensioner Verification Form No: .....**

The family-pensioner .....

wife of/husband of .....

holder of PPO.....has personally appeared in front of me on

date.....

The identity of the family-pensioner has been verified along with the documents submitted in my presence.

Date: .....

**(Treasury/Sub-Treasury Officer)**

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*N. Sudip Singh*

How to check genuine-ness of Aadhaar:

- 1). Online mode: Age-band, gender, state and last 3 digits of the mobile of an Aadhaar holder can be verified by visiting **[myaadhaar.uidai.gov.in/verifyAadhaar](https://myaadhaar.uidai.gov.in/verifyAadhaar)** by entering the Aadhaar number
- 2). Offline mode: Every Aadhaar card/Aadhaar letter/eAadhaar has a secure QR code printed on it, which contains demographic details as well as photographs of the person. (Even if the Aadhaar card is tampered by photoshopping another person's photograph, the information in the QR code is secure and tamper-proof as it is digitally signed by UIDAI). The QR code can be read by "Aadhaar QR scanner" app available on Playstore

*N. Indip Singh*