



# ASSAM POWER GENERATION CORPORATION LIMITED

Registered Office: Bijulee Bhawan, Paltanbazar, Guwahati-781 001, Assam

CIN: U40101AS2003SGC007239

Tel. No.: 0361-2739502, Fax No.03612739546/22

e-mail: info@apgcl.org, Website: www.apgcl.org

No. HR/APGCL/Esstt/2023/1464/24

Date: 22.02.2023

## **OFFICE-ORDER**

In continuation to this office earlier O.O. No. HR/APGCL/Esstt/2021/1289/07 dated 17/08/2021, pertaining to Death cum Retirement Gratuity (DCRG) benefits in respect of regular employees of APGCL covered under the National Pension System (NPS), the following modalities have been approved by competent authority:

1. The administrative order for sanction of DCRG to eligible regular employees of APGCL covered under NPS shall be issued by the General Manager (HR), APGCL, as in case of GPF employees of APGCL.
2. The authority for payment in respect of DCRG shall be issued by the Asstt. General Manager (F&A), CFP & Gratuity for NPS, APGCL HQ, after considering necessary budget provision and other related matters and to process payments accordingly.
3. The application form for DCRG in respect of regular employees of APGCL covered under NPS is annexed herewith along with other related orders.

By Order .....

**General Manager (HR),  
APGCL, Bijulee Bhawan,  
Paltan Bazar, Guwahati -781001**

Memo No. HR/APGCL/Esstt/2023/1464/24 (A)

Date: 22.02.2023

Cc:

1. OSD to Chairman, APGCL, Bijulee Bhawan, Paltan Bazar, Guwahati -781001.
2. OSD to MD, APGCL, Bijulee Bhawan, Paltan Bazar, Guwahati -781001.
3. The CGM (Gen/H&C/PP&I/NRE/F&A), APGCL, Bijulee Bhawan, Paltan Bazar, Guwahati -781001.
4. The General Manager, NTPS/LTPS/KLHEP/LKHEP/Civil/Design (Civil), APGCL, Namrup/Maibella/Lengery/Longku/Guwahati/Narengi.
5. The DGM (F&A), APGCL, Bijulee Bhawan, Paltan Bazar, Guwahati -781001.
6. The AGM (F&A), CFP & Gratuity for NPS, APGCL, Bijulee Bhawan, Paltan Bazar, Guwahati -781001.
7. Sri Sibasish Das, JM (IT), APGCL, Bijulee Bhawan, Paltan Bazar, Guwahati -781001. He is to upload this office order in the official website of APGCL.
8. Relevant File.

**General Manager (HR),  
APGCL, Bijulee Bhawan,  
Paltan Bazar, Guwahati -781001**



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No. HR/APGCL/Esstt/2021/1289/07

Date: 17/08/2021

## **OFFICE ORDER**

APGCL Board vide Resolution no. 19 in its 91<sup>st</sup> Meeting dated 29/07/2021 approved for extending the benefit of 'Death cum Retirement Gratuity' to the employees of the Assam Power Generation Corporation Limited (APGCL) covered under National Pension System (NPS), on the same terms and conditions as are applicable to the employees covered under Central Civil Service (Pension) Rule, 1972, prevailing in APGCL. The Board considered and approved for grant of DCRG benefits to the employees of APGCL, who have joined in APGCL and comes under NPS, keeping in view the benefits of DCRG provided vide Office Memorandum No. PPG(P)165/2014/36 dated 01/02/2021 to the NPS employees of Govt. of Assam.

This benefit will be applicable to those APGCL employees who joined APGCL service on or after 01.01.2004 and comes under National Pension System and will take effect from the same date i.e. 01.01.2004.

By order etc.....

*[Signature]*  
17.08.2021

**General Manager (HR),  
APGCL, Bijulee Bhawan, Guwahati-1**

Memo No. HR/APGCL/Esstt/2021/1289/07(A)

Date: 17/08/2021

Copy to:

1. PS to the Hon'ble Chairman, APDCL/APGCL/AEGCL, for kind information to Chairman.
2. The MD, APGCL, Bijulee Bhawan, Guwahati - 1, for kind information of the MD.
3. The CGM (Gen/H&C/PP&I/NRE), APGCL, Bijulee Bhawan, Guwahati - 1.
4. The GM, NTPS/LTPS/KLHEP/LKHEP/Design(C), APGCL, Namrup/Maibella/Lengery/Lanka/Narengi.
5. The DGM (F&A/Inv. Circle), APGCL, Bijulee Bhawan/Narengi, Guwahati.
6. The CSO i/c, APGCL, Bijulee Bhawan, Guwahati - 1.
7. The AGM, MSHEP/DHEP/BKV Inv. Division/Amguri PCD, APGCL, Karbi Anglong/Bhairabkunda/Jagiroad/Amguri.
8. The Liaison Officer, APGCL, New Delhi.

**General Manager (HR),  
APGCL, Bijulee Bhawan, Guwahati-1**

**Sailendra Mohan Sarma, General Manager (HR)**

**E-mail: gmhr@apgcl.com**

Press Information Bureau  
Government of India  
Ministry of Finance

03-May-2013 16:54 IST

### Gratuity Pay under New Pension System

Death-cum-Retirement Gratuity is paid to Central Government employees under New Pension System (NPS) as it is paid under the old pension scheme. The monthly annuity under the New Pension System (NPS) is only a replacement of pension on retirement and family pension of death after retirement. The benefits of Death cum Retirement Gratuity (DCRG) and pension/family pension have been provisionally allowed, vide the Office Memorandum of Department of Pension and Pensioners' Welfare No. 38/41/06-P & PW(A) dated 5.5.2009 in respect of Central Government servants covered under NPS in cases where a Government Servant is retired on invalidation/disability and in the case of death of a Government servant in service on the same rates as are applicable under the old pension scheme Central Civil Service (Pension) Rules, 1972. The retirement gratuity is payable to the retiring Government servant. A minimum of 5 years' qualifying service and eligibility to receive service gratuity/pension is essential to get this one time lump sum benefit. Retirement gratuity is calculated @  $1/4^{\text{th}}$  of a month's Basic Pay plus Dearness Allowance drawn before retirement for each completed six monthly period of qualifying service. The maximum retirement gratuity payable is  $16\frac{1}{2}$  times the Basic Pay, subject to a maximum of Rs. 10 lakh. If the Government Servant dies while in service, the death gratuity shall be paid to his family at rates furnished in the table below:

Sl. No.	Length of Qualifying Service	Rate of Death Gratuity
1.	Less than one year	2 times of emoluments
2.	One year or more but less than 5 years	6 times of emoluments
3.	5 years or more but less than 20 years	12 times of emoluments
4.	20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments.

Maximum amount of Death Gratuity admissible is Rs. 10 lakh with effect from 1.1.2006

This was stated by Minister of State for Finance, Shri Namo Narain Meena, in written reply to a question in the Lok Sabha today.

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DSM/RS/rs

## Form No. 1

### For Application for Pension / DCR Gratuity (NPS) (Strike off whichever is not applicable)

From

..... (Name of the employee).  
.....

To,

The .....  
.....

#### Sub : APPLICATION FOR SANCTION OF PENSION / D.C.R. GRATUITY (NPS)

Sir,

I beg to say that I am to retire from my service with effect from ..... my date of birth being..... I, therefore, request that steps may kindly be taken with a view to settle the Pension and Gratuity admissible to me.

1. I enclose herewith:

- (i) Two signature of mine duly attested
- (ii) Two copies of joint photograph of mine and my Wife/ Husband  
(only in case of officers governed by the Family Pension Scheme, 1964)
- (iii) Photo copy of Single Operated Bank Pass Book (containing A/c No., Branch Code, IFSC Code and photograph).
- (iv) Copy of PAN Card.
- (v) Contact No..... (if any)

2. My present address is .....  
..... and my address after retirement will be  
.....  
.....

*(Note: Any subsequent change of Address should be notified to the Head Office)*

3. I do hereby declare that, in the event of my death before drawing the Gratuity payment, the Gratuity amount may be distributed among the members of my family as indicated below: -

Sl	Name of members	Relationship	Date of Birth	% of Share
(i)				
(ii)				
(iii)				
(iv)				
(v)				
(vi)				
(vii)				

4. The details of the members of my families required under the Family Pension Scheme, 1964 are given below (only in case of Officers governed by the Family Pension Scheme, 1964).

SL	Name of members	Date of Birth (as per Birth Registration Certificate)	Relationship
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			

Date.....

Signature of the Applicant

**Form No. 2**  
**APPLICATION FOR PENSION AND**  
**DEAHT-CUM-RETIREMENT GRATUITY (NPS)**  
**Part – A (To be filled up by the employee / nominee)**

1. Name of the Applicant : -

2. Father's name (and also husband's name :-  
in the case of a married female employee)

3. Religion and Nationality :-

4. Permanent Residential Address :-  
show village / town and state

5. Name of the Bank (Preferably SBI) :-

(i) Name of the Branch :-

(ii) Branch Code :-

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(iii) Account No :-

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(iv) IFSC Code :-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(\* In case of Axis Bank / UBI)

6. (a) Name of the person to whom family pension :-  
is to be sanctioned (Name of Wife / Ward)

(b) Occupation of (a) above, if any :-

Date.....

Signature of the Applicant

**Part B (To be filled up by Heads of Office)**

1.	Present or last appointment including name of establishment	:-	
2.	Present or last substantive	:-	
3.	Date of Beginning of service	:-	
4.	Date of Ending service	:-	
5.	(a) Total period of Military service	:-	
	(b) Date of commence and of each period of military service	:-	
	(c) Amount and nature of any Pension/ Gratuity received for the military service	:-	
6.	Length of service with detail of interruptions and non-qualifying period	:-	
7.	Class of Pension & Gratuity applied for and cause of application	:-	Vol. Retirement/Superannuation/Death Etc...
8.	Last Pay	:-	
9.	Pension rules opted / eligible	:-	
10.	Date of applicant's birth by Christian Era	:-	
11.	Height	:-	
12.	Identification marks	:-	
13.	PRAN No.	:-	
14.	Nature of Company's dues, if any outstanding (Details in enclosed sheet.) against the applicant:-		
	1. No Demand Certificate.		
	2. Liability Certificate.		
	(i) House rent for occupation of Board's accommodation		
	(ii) Any other dues such as balance of HBA/ Scooter Adv. : & any other advance <i>over payment</i> of pay & allowances Leave salary and arrear income tax.		
	(iii) Liability towards Bank loan etc. ( <i>with Name of the organisation &amp; name of the branch from which loan was taken indicating Loan Account No. and Balance recoverable amount</i> ).		
	(iv) Others, if any.		



15. History of service (showing interruptions) of Shri / Smti / Kumari.....  
.....date of birth.....

Establishment	Appointment	Pay	Acting Allowances	Date of beginning	Date of ending	Period reckoned as service	Period not reckoned as service	Remarks	How verified	Remarks by the Audit Officer
1	2	3	4	5	6	7	8	9	10	11
				Total Period of Service=						

Certified that full and final settlement of this pension/DCRG claim in respect of ..... has been made based on the particulars recorded in his History of Service & Service Book (Showing interruption etc.)

Date.....

Signature of Head of Office  
(With seal)

**(A) Remarks by the Receiving Authority**

1. As to Character and past conduct of the applicant.....
  2. Explanation of any suspension, degradation.....
  3. Regarding any gratuity or pension already received.....
  4. Any other remarks.....
  5. Specified opinion of the Receiving Authority.....
- Whether the service claimed is establishment and.....
- should be admitted or not.....

Date: .....

**Signature and Designation  
of the Receiving Authority**