

CHECKLIST FOR SUPERANNUATION/VOLUNTARY/INVALID PENSION

Part - I

1. Pension Forms 3, 5, 7
2. Commutation Form
3. No Demand Certificate - (a) Power (b) PHE (c) Estate
“OR”
Non-Allotment of Govt. Quarter Certificate
4. No Demand Certificate - HBA / Motor Car / Scooter Advance
5. Service Book
6. Photo Single/Joint (4 copies each)
7. Clearance of Transport/Telephone (*in applicable case*)
8. L.P.C (*countersigned by the concerned Treasury Officer*)
9. Specimen Signature & Descriptive Roll
10. Birth Certificates of Spouse & Children (*to be attested*)
11. Release Order
12. Handing Over Charge Report (*Gazetted*)
13. Medical Board Recommendation (*for Invalid Pension*)

Part – II (GIS)

1. GIS Card
2. Release Order
3. Handing Over Charge Report (*Gazetted*)

Part – III (GPF Final Withdrawal)

1. GPF Application Form (*one passport photo*)
2. GPF Latest Statement
3. Specimen Signature
4. Drawal / Non-Drawal Certificate for the last 5(five) years
5. Missing Statement (*if any*)
6. Release Order

Part – IV (Leave Encashment)

1. Leave admissibility Report
2. L.P.C.
3. Release Order
4. Handing Over Charge Report
5. GPF Statement

FORM - 3
[See rule 54 (12)]
DETAILS OF FAMILY

Name of the Government Servant :

Designation :

Date of birth :

Details of the members of my
family as on :

| Sl. No | Name of the members of family | Date of Birth | Relationship with the official | Initial of Head of Office | Remarks |
|--------|-------------------------------|---------------|--------------------------------|---------------------------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

I hereby undertake to keep the above particulars up-to-date by notifying the Audit Officer/ Head of Office any addition or alteration.

Place _____

Date the _____

Signature of Government Servant.

* Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972.

Note:- Wife and husband shall include respectively judicially separated wife and husband.

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FORM - 5
[See Rules 59 (1) (c) and 61 (1)]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement.

1. Name of Government Servant :
2. (a) Date of birth :
(b) Date of retirement :
3. Two specimen signatures (to furnished in a separate sheet) duly attested by a Gazetted Government servant. :
4. Three copies of passport size joint photograph of the Government servant with wife or husband :
5. Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant :
6. Present address :
7. Address after retirement :
8. Name of the Treasury or Public Sector Bank Branch through which the pension is to be drawn :
9. Details of the family in Form 3 :

Place _____

Signature

Date _____

Designation

Deptt./Office

* Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions, he may give the thumb and finger impression of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.

* Two copies of passport size photograph of self only need be furnished if the Government servant is governed by Rule 54 of the CCS (Pension) Rules, 1972 and is unmarried or a widower or widow.

* Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he/she may submit separate photographs. The photographs shall be attested by the Head of Office.

* Specify a few conspicuous marks, not less than two, if possible.

* Any subsequent change of address should be notified to the Head of Office.

FORM - 7

(See Rules 62, 63 (6) 66 (1), 68, 69 (2) and (3), 71 (3) and (7))
FORM FOR ASSESSING PENSION AND GRATUITY

(To be sent in duplicate if payment is desired in a different circle of audit)

Part-I

1. Name of the Govt. Servant.
2. Father's name (and also husband's name in the case of a female Govt. Servant).
3. Date of birth (by Christian era)
4. Religion and nationality.
5. Permanent residential address showing Village/Town, District and State.
6. Present or last appointment including name of establishment.
I/ Substantive _____
II/ Officiating if any _____
7. Date of beginning of Service.
8. Date of ending of Service.
9. I) Total period of military service for which pension/gratuity was sanctioned.
II) Amount and nature of any sanctioned gratuity received for the military service.
10. Amount and nature of pension/ gratuity received for previous civil service.
11. Government under which service has Y.M.D been rendered in order of employment.
12. Interruption and non-qualifying service.
13. Length of qualifying service.
14. Class of pension or service gratuity applied for by the Govt. servant and cause of application.
(in case of invalid pension medical certificate to be attached).
15. Whether the Govt. Servant is a pre-1938 entrant and chapter VI of the Central Civil Services (Pension) Rules, 1972, applied to him.
16. Emoluments reckoning for gratuity.
17. Average emoluments reckoning for pension.
18. Date on which the retiring Govt. servant applied for pension in Form 5.

19. Proposed pension.
20. Proposed death-cum-retirement gratuity.
21. Proposed service gratuity if any.
22. Date from which pension is to commence.
23. Proposed amount of the provisional pension if department or judicial proceeding is instituted against the Govt. servant before retirement.
24. Whether nomination made for
 - I). Death-cum-retirement gratuity.
 - II). Non-contributory family pension if applicable.
25. Whether contributory family pension applied to the Govt. dues.
26. Whether contributory family pension applies to the Govt. servant and if so :-
 - I) Emoluments reckoning for contributory family pension.
 - II) The amount of contributory to be recovered out of the gratuity.
 - III) The amount of the Govt. servant in the event of his/her death after retirement.
 - IV) The name of wife/husband.
 - V) Date of birth of wife/husband.
27. Height
28. Identification marks
29. Place of payment of pension/gratuity (Treasury or Sub-Treasury)
30. Head of Account to which pension and gratuity are debitable

Place _____

Date _____

Signature of Head of Officer/
Audit Officer.

Section I

EMOLUMENTS DRAWN DURING THE LAST THREE YEARS OF SERVICE

Post held from _____ to _____ Pay Personal/Special pay

Average Emolument

In case whether the last three years include some period not to be reckoned while calculating average emoluments an equal period backwards to be taken for calculating the average emoluments.

Section II

Details of non-qualifying service

1. Interruption (s) from _____ to _____
2. Extraordinary leave not qualifying for pension.
3. Period of suspension not treated as qualifying.
4. Any other service not treated as qualifying.

Total

Section II

Period of service not verified with reference to acquaintance roll.

Whether the above period has been verified in accordance with the provisions of Rule 67 of the Central Civil Services (Pension) Rules, 1972.

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PART - II

Section I

Details of service showing interruption of Shri/Shrimati /Kumari _____

Date of birth :
Establishment :
Appointment :
Officiating/Substantive :
Date of beginning of service :
Date of ending of service :
Period of reckoning of service Y.M.D. :
Period not reckoning as service Y.M.D. :
Remarks by the Audit Officer :

Total period
Of service _____

Note:- If the Govt. servant has rendered any military service which qualifies for civil pension, date of beginning and date of ending of each period of such service should be indicated.

The Audit Officer should record briefly in column 8 his reasons for disallowing any service conformed any other allowance should be recorded with reason therefore in the audit enforcement in section I of part III of this form.

Section II

1. Name of Govt. Servant :
2. Date of submission of Form by the Govt. servant :
3. Class of pension or gratuity. :
4. Pension sanctioning authority. :
5. Amount of pension sanction. :
6. Amount of gratuity sanction. :
7. Date of commencement of pension. :
8. Date of sanction. :
9. Amount of contributory family pension admissible in the event of the death of the Govt. servant after retirement.
10. Amount recoverable from gratuity under bum-rule (4) of rules 58 of the Central Civil Services (Pension) Rules. 1972.
11. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Government dues.

Part – III

Section I

Audit of enforcement:

Total period of qualifying service which has been accorded for the grant of superannuation/ retiring/ invalid/compensation/compulsory/ if any other than disallowance indicated in Part–II of this form.

Note:-

Service for the period commencing from _____ and up to the date of retirement has not been verified this should be done before the pension payment order is issued.

Amount of superannuation/retiring/ invalid/ compensation/ compulsory retirement pension/ gratuity admissible after taking into account reduction if any, in pension and gratuity made by the pension sanctioning authority.

Total period of qualifying service which has been approved for the grant of additional pension.

The amount of additional pension if any, that has been admitted.

The date from which additional pension is admissible.

The date from which superannuation/retiring/invalid/compensation/compulsory retirement pension and additional pension gratuity is chargeable.

The amount of contributory family pension becoming payable to the entitled members of the family in the event of death of the government servant after retirement.

Account Officer
Assistant Accountant General.

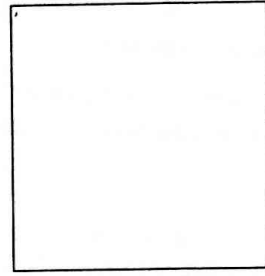
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**Form of Application for Commutation of Pension without Medical Examination.
Under Ministry of Finance O.M. No. 14 (5) EV/ (A) 75 dated 26th December 1977.**

To

The _____

(Indicate designation and full address of the Head of Office)



Subject: - Commutation of Pension without Medical Examination.

Sir,

I desire to commute a fraction of my pension as indicated below in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below :-

1. Name in Block letters :
2. Date of birth :
3. Date of retirement :
4. Designation of the post held at the time of retirement :
5. Name of the Ministry Department/Office in which employed :
6. Amount of pension sanctioned and whether it is provisioned or final :
7. Class of pension as defined in chapter V of C.C.S. (Pension) Rules, 1972. :
8. Name of the Treasury or Bank through which the commuted value is desired through the Accounts Officer which authorized the pension. :

9. Designation of the Accounts Officer :
and the number and date of the PPO
if issued
10. Amount (in whole rupees) or percentage :
of pension proposed to be commuted
11. Particulars of any application for :
commutation of pension made previously
and whether appeared before any medical
authority or not.

Signature of applicant
& Postal Address

Note: - The photographs are required to be submitted if the pension is desired otherwise than through the Accounts Officer of the Ministry/Departments Office from where the Government servant retired.

Forwarded to the _____ for
(Accounts Officer)
authorizing the payment of the commuted value.

Place:

Date:

Signature
Head of Office

PART – II

ACKNOWLEDGEMENT

Received from Shri/Smti _____
retired _____ an application for
commutation of a fraction of pension without medical examination.

Signature
Head of Office (with stamp)

Date :

Note:- This acknowledgement is to be signed, stamped and dated and is to be detached from the Form and handed over to the applicant. If the Form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant.

Specimen signature of Shri/Smti _____

1. _____

2. _____

3. _____

Descriptive roll of Shri/Smti _____

1. Height :

2. Colour of eyes :

3. Identification mark :

Left hand thumb/Right hand thumb and fingers of Shri/Smti _____

Thumb

Forefinger

Middle finger

Ring finger

Little finger

Attested by:

Signature

Designation