

REGISTERED :A/D

**(PENSION)
(Retirement)**

From

To

Sub: APPLICATION FOR SANCTION OF PENSION AND GRATUITY.

Sir,

I am due to retire from service with effect from the my date of birth being..... I therefore, request that steps may kindly be taken with a view to the Pension and Gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from

2. I hereby declare that I have neither applied for, nor received any pension or gratuity in respect of any portion of the service qualifying for this pension and gratuity as claimed herein, nor shall I submit an application hereafter without quoting a reference of this application and the orders which may be passed thereon.

3. I am governed by the Family Pension Scheme 1964 and that the complete and up-to-date details of my family are as under:-

S.No.	Name	Age	Relation	Date of Birth	Remarks
1.					
2.					
3.					
4.					

4. I enclose herewith:-

- (i) Requisite application forms.
- (ii) Two specimen signatures of mine duly attested.

(iii) Two Passport size Photographs duly attested and three passport size photograph (joint with wife) also duly attested.

(iv) Two slips each showing particulars of my height and identification marks.

5. My present address is

My address after retirement will be:

Dated:.....

Signature.....

Name.....

Designation.....

FORM PENSION 1

(PENSION)
(Retirement)

(Referred to in Rules 9.3, 9.6(1),9.6(3) and 9.10(1))

Form For Assessing Pension and Gratuity

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

PART I

1. Name of the Government Employee :
2. Father's name (and also husband's name in the case of a female government employee) :
3. Date of birth (by Christian era) :
4. Religion :
5. Permanent residential address showing Village, Town, District and State. :
6. Present or last appointment including name of establishment:- :
7. (i) Substantive :
(ii) Officiating, if any :
8. Date of beginning of service. :
9. Date of ending of service.
10. (i) Total period of military service for which pension or gratuity was sanctioned. : Years Months Days
(ii) Amount and nature of any pension/gratuity received for the military service. :
11. Amount and nature of any pension/gratuity received for previous civil service. :
12. Government under which service has been rendered in order of employment. :
13. Class of pension applicable :
14. Date on which action initiated to :-
(i) Obtain the 'No Demand Certificate' from the Directorate of Estates as provided in rule 9.2 :
(ii) Assess the service and emoluments qualifying for pension as provided in rule 9.4, and

- (iii) Assess the government dues other than the dues relating to the allotment of Govt. Accommodation as provided in rule 9.18
- 15. Details of omissions, imperfections or deficiencies in the service book which have been ignored under rule 9.4 (B) (II)
- 16. Total length of qualifying service (for the purpose of adding towards broken periods, a month is reckoned as of thirty days).

FORM PEN.1 (Contd.)

	From	To	Pension (Retirement)
17. Periods of non-qualifying service :			
(i) Interruption in service condoned under rule 4.23			
(ii) Extraordinary leave not qualifying for pension .			
(iii) Period of suspension not treated as qualifying for pension.			
(iv) Any other service not treated as qualifying for pension. :			
		Total.....	

18. Emoluments reckoned for gratuity :

19. Average emoluments :

Emoluments drawn during the last ten months of service.

Post held	From	To	Pay	Personal or Special Pay	Average Emoluments
-----------	------	----	-----	----------------------------	-----------------------

(i) In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.

(ii) The calculation of average emoluments should be based on actual number of days contained in each month.

20. Date on which Form 15 has been obtained from the government employee (to be obtained eight months before the date of retirement of government employee)

21. (i) Proposed pension. :

(ii) Proposed Graded Relief :

22. Proposed Death-cum-Retirement Gratuity :

23. Date from which pension is to commence :

24. Proposed Amount of Provisional pension :

If Departmental or Judicial proceeding is instituted Against the Government Employee before Retirement.

FORM PEN.1 (Contd.)

From To Pension
(Retirement)

25. Details of Government Dues Recoverable out of Gratuity -

(i) Licence fee for the allotment of Government: accommodation (see sub-rule (2) (3) and (4) of rules 9.17)

(ii) Dues referred to in rule 9.18.

26. Whether nomination made for :-

(i) Death-cum-Retirement Gratuity.

(ii) Family Pension 1950 (if applicable).

27. Whether Family Pension 1964 applies to the Government employee and if so:-

(i) Emoluments reckoning for the Family Pension.

(iii) The amount of the family pension becoming Payable to the family of the Government Employee, if death takes place after retirement.

(A) Before attaining the age of 58 years, or : Rs.

(B) After attaining the age of 58 years : Rs.

28. (iii) Complete and up-to-date details of family as given (in Form 3)

S.No.	Name of the Member Of the family	Date of Birth	Relationship with the Government Employee
1	2	3	4

1.

2.

3.

4.

5.

29. Height

30. Identification Marks

31. Place of payment

32. Head of account to which pension and gratuity are debitable.

PEN: 1(Part-II)

FORM PEN. 15-A
(See Rule 9.6 (I))

Pension
(Retirement)

Form of letter to the Accountant General, Punjab forwarding the Pension papers of a government employee.

No.....
Government of Punjab.

Department/Office

.....
Dated the

To

The Accountant General, Punjab.

.....
.....

SUBJECT:- Pension papers of Shri/Shrimati/Kumari.....
For authorization of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Shrimati/Kumari.....

2. The details of government dues which will remain outstanding on the date of retirement of the government employee and which need to be recovered out of the amount of death-cum-retirement gratuity are indicated below:-

(A) Balance of house building or conveyance advance

Rs..... Rs.....

(B) Over payment to pay and allowance including leave

Rs..... Rs.....

(C) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)

Rs..... Rs.....

(D) Arrears of licence fee for the occupation of Govt. accommodation

Rs..... Rs.....

(E) The amount of licence fee for the retention of Govt. Accommodation for the permissible period of two Months beyond the date of retirement.

Rs.....

Any other assessed dues and the nature thereof. Rs.....

(F) Any amount of gratuity to be withheld for adjustment of unassessed dues, if any.

Rs.....

TOTAL

3. Your attention is invited to the list of enclosures which is forwarded herewith.

4. The receipt of this letter may be acknowledge and this department/office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.

5. The death-cum-retirement gratuity will be drawn and disbursed by this department/office on receipt of the authority from you. The outstanding government dues as mentioned in para 2 above will also be recovered out of the death-cum-retirement gratuity before making payment.

Yours faithfully,

Head of Office

ACCOUNT ENFACEMENT:

1. Total period of qualifying service which has been accepted or the grant of superannuation or retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowance, if any (other than disallowance indicated in part I of this form. :
2. Amount of superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity that has been admitted. :
3. Head of account to which superannuation or retiring or invalid compensation or compulsory retirement pension or gratuity is admissible. :
4. Head of account to which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is chargeable.
5. The amount of the family pension 1964 becoming payable to the entitled member of the family in the event of death of the government employee after retirement.

SECTION II

1. Name of the government employee :
2. Class of pension or gratuity :
3. Amount of pension authorized :
4. Amount of gratuity authorized :
5. Date of commencement of pension :
6. Amount of family pension in the even of death after retirement:-
 - (i) If death takes place before 58 years of age, or
 - (ii) If the death takes place after 58 years of age.
7. The amount of graded relief admissible on pension.
8. The government due recoverable out of gratuity before authorizing its payment.
9. The amount of cash deposit or the amount of gratuity held over adjustment of un-assessed government dues.
10. Date on which the pension papers received by the "Accounts Officer".

In the said rules, after Form PEN. 15 the following form shall be inserted, namely

LIST OF ENCLOSURES

1. Form PEN. 1 and form PEN. 15 duly completed.
2. Medical certificate of incapacity (if the claim is for invalid Pension.)
3. Statement of savings effected and the reasons why employment could not be found etc. Where (if claim is for compensation pension or gratuity.
4. Service Book (date of retirement to be indicated in the service book)
5. (A) Two specimen signatures, duly attested by a gazetted government employee or in the case of pensioner not literate enough to sign his name, the left hand thumb and finger impressions, duly attested by gazetted government employee.
- ** (B) Three copies of passport size photograph with wife or husband (Either jointly or separately) duly attested by the head office.
- (C) Two slips showing the particulars of height and identification duly attested by a gazetted government employee.

6. A statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement employee.
7. Written statement if any of the government employee as required under rule 9.4.
8. Brief statement leading to reinstatement of the government employee in case the government employee has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.

Nore:- When initials or name of the government employees are/is incorrectly given in the various + records consulted this fact be mentioned in the letter.

-
9. If a government employee is compulsorily retired from service and delay is anticipated in obtaining from PEN I form the government employee, the head of office may forward papers to the Accountant General, Punjab without Form PEN. I. The form may be sent as soon as it is obtained from the government employee.

**only two copies of passport size photograph need be furnished:-

- i) If the government employee is unmarried or a widower or widow;
- ii) If the government employee is governed by rule 6.17 of the Punjab Civil Service Rule, Volume II.

Last Pay Certificate

(see para(5) of annex : A to Chap: 2 of section IV Ausit Code)

Last pay certificate of.....
of the.....

Proceeding onto

2. He has been paid uptoat following rates.

	Particulars	Rate
Substantive pay		
Officiating Pay		
Exchange Compensatory Allowance		
.....		
.....		
Deductions		
.....		
.....		

3. His General Provident Fund Account No.is maintained
by Accountant General

4 He made over charge of the office of
.....

.....onbefor/after/noonof

5. Recoveries are to be made from the pay of the Government servant as detailed on the reverse.

6. He has been paid leave salary as detailed below. Deductions have been made as noted on the reverse.

Period	Rate	Amount
From.....to.....	at Rs.....a month
From.....to.....	at Rs.....a month
From.....to.....	at Rs.....a month

7. He is entitled to draw the following :-

8. He is also entitled to joining time fordays.

9. He finances the Insurance Company. No. of policy. Amount and due date of the payment of Premium.

10. The details of Income-tax recovered from him upto –data from the beginning of t he current year noted on the reverse.

Signature.....

Dated.....

Designation.....

Note:-

Against Serial No. 3 the information should be incorporated by the Head of the Office in case of non gazetted Government servant and by the Treasury Officer/officer himself in case of gazetted officer. In addition when a Govt. Servant is transferred from one audit circle to another the name of the Accounts Officer who maintain his General Provident Fund Account after Transfer should also be recorded: case of gazetted officer by the Accountant Gernal while countersigning the Last Pay Certificate and the Head of the Office in case of non gazetted Govt. servant, if possible.

ANNEXURE II

Pension File
(Retirement)

- A. Remarks by the receiving authority :
- 1) As to character and past conduct of the applicant
- 2) Explanation of any suspension or degradation. :
- 3) Regarding any gratuity or pension already received by the applicant see chapter vii. :
- 4) Specific opinion of the Receiving Authority whether the service claim is established, should be admitted or not. :
- 5) Specific opinion of the receiving Authority whether the service claim is established, should be admitted or not. :
- 6) See rules 9.7-11 and 9.12-A=11 :

Signature of the Receiving Authority

Orders of the Pension Sanctioning Authority

The undersigned having, satisfied himself that the service of Shri.....
..... has been thoroughly satisfactory, hereby orders the grant of the full pension and/or gratuity which may be accepted by the AG, as admissible under the rules. The grant of this pension and /or gratuity shall commence from.....

* A sum of Rs.....on account ofis to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted, or

The undersigned having satisfied himself that the service of Shri/Smt.....
.....has not been thoroughly satisfactory, hereby orders that the full pension and/or gratuity which may be reduced by specified amounts or %age as indicated below:-

Amounts of percentage of reduction in pension.....

*Amount or percentage of reduction in gratuity.....the grant of this pension and/or gratuity shall take effect from.....

A sum of Rs.....on a/c ofis to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.

The following service of the officer has been approved for the grant of special additional pension admissible under the rules:-

post/posts held.....period of service

.....The pension and death-cum-retirement gratuity are payable atTreasury and are chargeable to.....

*** This order is subject to the condition that should the amount of pension and/or gratuity as authorized by the A.G. be afterwards found to be in excess of the amounts which the pensioner is entitled under the rules, he/she will be called upon to refund such excess.

* A declaration from the Officer accepting the condition will be obtained and submitted separately.

* A declaration from the Officer accepting the condition has been obtained and enclosed.

NOTE: To be filled in, in case a surety of a suitable cash deposit as provided in sub para 11 and para 11 or para 10 of F.D. No.6034-21 x 19/994 dated 2-9-59 is forthcoming.

**Pension
File
(Retirement)**

I hereby declare that I have neither applied for nor received any pension or gratuity in respect of service include in this application and in respect of which pension or gratuity has been claimed therein, nor shall I submit the application hereafter without quoting reference to this application and the orders which may be passed thereon.

Signature

Designation
Office.....
.....

Attested:.....
.....
.....

**Pension
File**

(Retirement)

DECLARATION

Whereas, The Accountant-General, Punjab, Shimla/Chandigarh has consented provisionally to advance to me the sum of Rs.....Rupees (inwords).....per month in anticipation of the completion of necessary enquiry to enable the Government to fix the amount of my pension. I hereby acknowledge that in accepting this advance. I fully understand that my pension is subject to revision on the completion of necessary formal enquiries and I promise to have no objection to such revision on the ground that the provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled.

I further promise to repay any amount advanced to me in excess of pension to which I may be eventually found entitled.

Dated:.....

Witnesses:-

1.....

2.....

.....

.....

SIGNATURE

Declaration to be furnished by pensioner to whom anticipatory 'Death-cum-Retirement Gratuity' is sanctioned

Whereas _____
(Here state the designation of the Officer sanctioning the advance).

.....as consented provisionally to advance to me the sum of Rs.....in anticipation of the completion of the Enquiries necessary to enable the Government to fix the amount of Death-cum-Retirement Gratuity payable to me or the nominee/legal heir of Shri.....

I hereby acknowledge that in accepting this advance, I fully understand that the Death-cum-Retirement Gratuity is subject to revision on the completion of necessary formal enquiries and I Promise not to have any objection to such revision on the ground that the provisional Death-cum-Retirement-Gratuity now to be paid to me exceeds the Death-cum-Retirement Gratuity which may be finally sanctioned to me I further promise to repay any amount advanced to me.

Dated:.....

Witnesses:-

1.....

2.....

.....

.....

SIGNATURE

DECLARATION

Declaration to refund the amount of pension and gratuity if paid in excess as referred to in the Rule 9.15 of the Punjab CSR, volume II, to be furnished by the retiring officer or a member of his family or his legal heirs, as the case may be to the Authority sanctioning the Pension/service gratuity/Death-cum-Retirement-gratuity, arrears of Pension or gratuity.

Whereas the
(Here state the Designation of the officer sanctioning the Pension/Family Pension/Service Gratuity/Death-cum-Retirement Gratuity/Arrears of Pension or Gratuity) has consented to grant me/us the sum of Rs.....per month as the amount of my Pension/Family Pension and/or sum of Rs.....as the amount or gratuity due to Shri/Smt.....

(Here give the name and designation of the Govt. servant.)

I/we hereby acknowledge that in accepting this amount I/we fully understand, that the Pension/Family Pension/gratuity/death-cum-retirement gratuity/arrears of pension or gratuity due to Shri/Smt..... is subject to revision and on its being found to be in excess of the amount to which I/we am/are entitled under the rules, and I/we promise to raise no objection to the recovery of amount paid to me/us in excess of that to which, I/we may be eventually found entitled.

Attested

1.....
.....
.....

.....
Signature

History of Service

Showing Interruption of _____

Date of Birth.....

Establishment	Appointment	Pay	Officiating Pay	Date of Beginning	Date of Ending	Period not reckoned as Service			Period not reckoned as Service			Period of Leave Taken		Now verified	Remarks by the Accountant General
						Y	M	D	Y	M	D	From	To		

Certified thatwill retire from service within a year from that date.

The particulars of service mentioned above have been verified from the acquittance rolls, Pay Bills and other office records.

Signature in full of the Head
Of office and designation.

Dated.....

ANNEXURE III

FORM FOR SANCTIONING OF FAMILY PENSION

1. Name of the Government employees :
2. Father's Name (and also Husband's name in the :)
3. Religion and Nationality :
4. Last Appointment held including name of establishment :
5. Date of Beginning of service :
6. Date of ending of service :
7. Substantive appointment held :
8. Length of continuous qualifying service prior to death.
9. Pay as per paragraph of the Finance Deptt. Leter No.7856-7-FRI-64/9691 Dated 18.10.1964.
10. Amount of family pension is to commence :
11. Date from which pension is to commence. :
12. Place of payment, (Govt. Treasury or Sub-Treasury) :

The undersigned having satisfied himself of the above particulars of Late Shri/ Smthereby orders the grant of a family pension of Rs.....P.M.toShri/Smt.....which may be accepted by the Accountant General, Punjab, as admissible under the rules.

.....
Signature and Designation of
Sanctioning Authority

(Pension File)
(Retirement)
Specimen Signature and Thumb
and Finger impression Card

1. Specimen Signature of Sh./Smt.:
Date
2. Thumb & Finger Impressions:

Thumb	Fourth Finger	Third Finger
	Fore Finger	Second Finger

3. Certificate

The above Specimen Signature and
Thumb and Finger impressions

Was/were taken in my presence today.

Signature and designation

of Attesting Officer
date

FORM (A)
(FOR GAZETTED OFFICERS)

FORM OF APPLICATION FOR FINAL PAYMENT/TRANSFER TO BODIES
CORPORATE/OTHER GOVERNMENT OF BALANCE IN THE

.....P.F. A/c of.....

To

The Accountant General,

.....

.....

Through the Head of Office/Department.

Sir,

I am due to retire/have retired/have proceeded on leave preparation to retirement for..... month/have been discharged/dismissed/have been permanently transferred to/have resigned finally from Government service under.....Government to take up appointment withand my resignation has been accepted, with effect fromforenoon/afternoon. I joined service with..... onforenoon/afternoon.

2. My provident Fund Account No. is.....

3. My specimen signatures in duplicate, duly attested by another gazetted Officer is enclosed.

PART-1

(To be filled in when the application for final payment submitted upto one year prior to retirement)

4. I request that the amount of Rs..... standing in the credit in my G.P.F Account as indicated in the Accounts Statement issued to me for the year(enclosed)/ as appearing in my ledger account being maintained by you, may please be arranged to be paid to me through..... Treasury/sub-treasury.....

5. Certified that I had taken the following advances in respect of which..... installments of Rs.....are yet to be repaid to the fund Account. I had taken the following final withdrawals:-

TEMPORARY ADVANCES

FINAL WITHDRAWALS

1.

2.

3.

4.

6. Certified that the following amounts were withdrawn by me to finance my Life Insurance Policy from my G.P.F Account.

1.

2.

3.

4.

7. Certified that after the payment of first installment of my Provident Fund balance, I will apply for payment of the subsequent installments in part II of the form immediately on retirement.

Signature of the subscriber,

NAME & ADDRESS:

CERTIFICATION BY THE HEAD OF OFFICE/DEPARTMENT

(Certified that the above information has been verified from the records being maintained in this office and is correct).

Signature of Head of Office/Deptt.

\

PART –II

1. In continuation of my application for final payment sent to you, vide No..... dated.....I request that the balance in my Provident Fund Account may please be paid to me. I request that the entire amount at my credit with interest due under the rules may be paid to me through..... Fund Account. My P.F. Account No. is.....

2. A sum of Rs.....(Rupees..... only) was last deducted as Provident Fund subscription and recovery on account of refund of advance from my pay bill for the month of or Rs.....encashed onat.....Treasury/Sub-Treasury

3. I certify that I have neither drawn any temporary advance nor made any final withdrawal from my Provident Fund Account during the 12 months proceeding of my quitting service under.....

4. Details of the temporary advances drawn by me/final withdrawals made by me from Provident Fund Account during the 12 months immediately preceding the date of my quitting service under.....Government/proceeding on leave/preparatory to retirement or thereafter be given below:-

<u>Amount of Advance</u>	<u>Date</u>
--------------------------	-------------

- 1.
- 2.

I hereby certify that no amount was withdrawn/the following amounts were withdrawn by me from my Provident Fund Account during the 12 months immediately preceding the date of my quitting service underGovernment/proceeding on leave preparatory to retirement or thereafter or payment of insurance premia or for the purchase of new policy.

<u>Amount of Advance</u>	<u>Date</u>
--------------------------	-------------

- 1.
- 2.

The particulars of the Life Insurance Policies financed by me from Provident Fund which are to be released by you re given below:-

<u>Policy No.</u>	<u>Name of the G.O.</u>	<u>Sum assured</u>
-------------------	-------------------------	--------------------

- 1.
- 2.
- 3.
- 4.

- 1.
- 2.
- 3.
- 4.

Yours faithfully

Station.....
Date.....

Signature.....
Name & Address:.....
.....

Note:

Para 4 applies only when payment is desired at Treasury other than District Headquarter where the Subscriber last served, otherwise it may be struck out.

Form 'E'

I hereby nominate the persons mentioned below who are members of my family to receive in the order shown below the family after completion of 5 years service.

Name and address of nominee	Relationship with Officer	Age	Whether married or unmarried

This nomination supersedes the nomination made by me earlier on..... which stands cancelled.

N.B. The officer should draw lines across the space below the last entry to prevent insertion of any name after he has signed

Dated thisDay of19.....
At.....

SIGNATURE OF WITNESSES:

- 1.....
- 2.....

(To be filled by the Head of the office in the case of a non-Gazetted Officer)

Nomination.....
Designation.....
Office.....

Signature of the Head of the Office
Date.....
Designation.....

FORM "B"

Form of application for FINAL PAYMENT of balances in theProvident Fund Accounts
.....(Name of Head of office)

Sir,

I am due to retire/have retired/have proceeded on leave preparatory to retirement for
.....months have been discharged/dissmised/ have resigned from
Government Service and my resignation has been accepted with effect from.....
.....forenoon/afternoon.

2. I have not opted for the continued retention of my Provident Fund money in the Fund, in terms
of Finance Deptt. Circular No.632-FRI-58/4967 dated the 18th March, 1958.

I therefore request that arrangements may kindly be made to pay the amount at my credit with
interest due under the rules.

OR

I have opted for the continue retention of my Provident Fund Money in the fund in terms of
Finance Department Circular No.672-FRI-58/4967 dated the 18th March 1958 and my option has been
forwarded vide letter No.....dated.....

3. My Provident Fund Account No. is

NO DUES CERTIFICATE



It is certified that nothing is due against Sh./Smt ._____

who is due to retire from Govt. Services or and She/He has not taken any long terms advances during his Entire Services.

Head of Office

NO COMPLAINT/ENQUIRY REPORT

.....

It is certified that No Complaint /Enquiry is pending against Sh./Smt.

_____ who is going to the retire on_____.

Head of Office

PROFORMA FOR FINAL WITHDRAWAL OF GPF

1. Name : _____

2. Father's Name : _____

3. Account No. : _____

4. Balance according to the last annual statement of GPF plus subsequent deposits. : _____

5. Permanent Address : _____

6. Date of retirement or other event : _____

7. Date on which applied for final payment : _____

Signature of Applicant