

Check List of Documents required for grant of Pension Gratuity and Commutation on Superannuation of a Govt Servant.

<u>S.No.</u>	<u>FORM NO.</u>	<u>DESCRIPTION</u>	<u>REMARKS</u>
1.	<u>Form- 8</u>	<u>Letter to the Account Officer regarding Forwarding of Pension Papers</u>	
2.	<u>Form-I</u>	<u>Nomination form for grant of Gratuity GPF and CGEIS</u>	
3.	<u>Form –A</u>	<u>Nomination for Arrear of Pension and Commutation of Pension</u>	
4.	<u>Form - 1A</u> <u>Part-II &III</u>	<u>Application for commutation of pension percentage of superannuation of pension without medical examination if not applied in Form-5 of CCS(Pension) Rule 1972.</u>	
5.	<u>Form-3</u>	<u>Details of family</u>	
6.	<u>Form-4</u>	<u>CGEIS</u>	
7.	<u>Form-5</u>	<u>Particulars of retiring Govt servant</u>	
8.	<u>Form-7 part-II</u>	<u>For assessing Pension/Family pension and Gratuity</u>	
9.	<u>Pension calculation Sheet</u>		
10.	<u>Personal Identification</u>		
11.	<u>Annexure-XI</u>	<u>Undertaking by the Pensioner</u>	
12.	<u>Form-24</u>	<u>Certificate of Verification of service</u>	
13.	<u>Form-26</u>	<u>Undertaking</u>	
14.	<u>Option for Medical card or Medical Allowance</u>		
15.	<u>Annexure –XI</u>	<u>Payment of Pension under A/c No _____ through your bank.</u>	
16.	<u>Undertaking regarding handover the PPO</u>		
17.	<u>Certificate by the Bank Manager</u>		
18.	<u>Specimen signature</u>		
19.	<u>Undertaking regarding Excess payment</u>		

FORM 8

[See rule 61 (1)]

[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant)

THE GAZETTE OF INDIA: EXTRAORDINARY

Sir,

No.....

Government of India

Ministry of

Department/Office

Dated the

To

The Controller of Finance

Subject:-Pension papers of Shri/Smt./Kumari.....for
authorization of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt/
Kumari.....of this Ministry/ Department/Office for further
necessary action.

2. The details of Government dues which will remain outstanding on the date of
retirement of the Govt. servant and which need to be recovered out of the amount of
retirement gratuity are indicated below-

- | | |
|--|-----|
| (a) Balance of the house-building or conveyance advance | Rs. |
| (b) Overpayment of pay and allowances including leave salary | Rs. |
| (c) Income Tax deductible at source under the Income Tax
Act, 1961 (43 of 1961) | Rs. |
| (d) Arrears of license fee for occupation of Government
accommodation | Rs. |
| (e) The amount of license fee for the retention of
Government accommodation for the permissible period
beyond the date of retirement | Rs. |
| (f) amount to be withheld as per intimation of the
Directorate of Estates under rule 72(5), if any | Rs. |
| (g) Any other assessed dues and the nature thereof
for authorization of | Rs. |

3. Your attention is invited to the enclosures forwarded herewith.
4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.
5. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

2

Your Faithfully,

Registrar

List of enclosures

- (1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- (2) Service Book (date of retirement to be indicated in the service book).

NOTES

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

Form 1

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I, _____, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
- amount that may stand to my credit in the General Provident Fund
- any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee.	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Telephone No.

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Registrar/authorized Officer)

Received the nominations, dated, under the following Rules:-

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page.....Volume..... of Service Book.

Name, Signature and Designation of Registrar/authorized Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

Form A

(Common Nomination Form for Arrears of Pension and Commutation of Pension)

[See Rule 5 of Payment of Arrears of Pension (Nomination) Rules, 1983 and Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981]

I, _____, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. Arrears of Pension
- ii. Commuted Value of Pension payable under Central Civil Services (Commutation of Pension) Rules, 1981

Name, date of birth (DOB) and address of the nominee.	Relationship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Relationship with employee/pensioner	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant/Pensioner

Telephone No.

Note 1 : Completely strike out the benefit for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i) and (ii) above.

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Registrar/authorized Officer)

Received the nominations, dated, under the following Rules:-

1. Payment of Arrears of Pension (Nomination) Rules, 1983
2. Central Civil Services (Commutation of Pension) Rules, 1981

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page.....Volume..... of Service Book.

Name, Signature and Designation of Registrar/authorized Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

FORM 1-A

FORM OF APPLICATION FOR COMMUTATION OF A
PERCENTAGE OF SUPERANNUATION PENSION WITHOUT
MEDICAL EXAMINATION IF NOT APPLIED FOR IN FORM 5 OF CENTRAL CIVIL
SERVICES (PENSION) RULES, 1972

[see Rules 5(2), 12, 13(3), (3A), (3B), 14(1) and 15(3)]

(To be submitted in duplicate at least three months before the date of retirement)

PART I

To

The

(Here indicate the designation and full address of the Head of Office)

Subject:- Commutation of pension without medical examination.

Sir,

I desire to commute a percentage 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. Father's/husband's name
3. Designation at the time of retirement
4. Name of Office/Department/Ministry in which employed
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Percentage of monthly pension proposed to be commuted
(indicate percentage, equal to or less than 40%)
9. Details of Bank account to which monthly pension shall be credited:
 - (i) Name of Bank and Branch
 - (ii) Account No.
 - (iii) BSR Code

Place :

Date :

Signature

Postal Address

PART II
ACKNOWLEDGEMENT

Received from Shri/Smt.....
(Designation).....

application in Part I of Form 1-A for the commutation of a percentage of pension
with/without medical
examination.

Place:

Signature

Date:

Registrar

NOTE. If the application has been received by the Registrar at least 3 months before the date of retirement on superannuation, this acknowledgement should 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. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

PART III

Forwarded to the Controller of Finance with the remarks that -

- (i) the particulars furnished by the applicant in Part I have been verified and are correct;
- (ii) the applicant is eligible to get a percentage of his pension commuted without medical examination;
- (iii) Amount of pension authorized. [In case final amount of pension has not been authorized, indicate the amount of provisional pension sanctioned under Rule 64 of the Central Civil Services (Pension) Rules, 1972]
- (iv) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.....
- (v) the amount of residuary pension after commutation will be Rs.....

2. The pension papers of the applicant completed in all respects were forwarded under this Ministry/Department/Office Letter No..... It is requested that dated..... the payment of commuted value of pension may be authorized through the Pension Payment Order which may be issued at least one month before the retirement of the applicant.

3. The receipt of Part I of the Form has been acknowledged in Part II which has been forwarded separately to the applicant on.....

Place:

Signature

Date:

Registrar

FORM 3

[See Rule 54 (12)]

DETAILS OF FAMILY

1. Name of the Government Servant

2. Designation

3. Date of birth

4. Date of appointment

DETAILS OF THE MEMBER OF FAMILY* AS ON

Sl. No.	Names of the members of family*	Date of birth	Relationship with the Officer	Marital Status	Remarks	Dated sign. of Head of Office
1.	2.	3.	4.	5.	6.	7.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

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

Place :

Signature of Government Servant:

Dated the :

Note 1. - The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. - The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. - The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.



Form-4

[See Para. 11.1]

(GROUP INSURANCE SCHEME)

To

The

Sub:— Application for payment of accumulation under Central Government Employees' Group Insurance Scheme, 1984

Sir,

I have been a member of the Central Government Employees' Group Insurance Scheme, 1984 since² I have retired from service after attaining the age of years/I have ceased to be in employment with the Central Government with effect from I was holding the post of before retirement/cessation of employment with the Central Government. I request that the amount due to me under the Central Government Employees' Group Insurance Scheme may be paid to me.

Yours Faithfully,

Place :

Date :

Name of the Employee

Designation

1. Designation and address of the Head of Office.

2. Month & the year of becoming a member of the scheme may be indicated here.

FORM 5

[See rules 59 (1) (c) & 61 (1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]

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

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two, if possible
(i)
(ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint account, either or survivor, with the spouse)
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed)
7. Name of the Branch of Bank through which pension is to be drawn
(a) BSR code of the branch
(b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government
9. I desire to commute % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature:

Designation:

Place :

Ministry/Department/Office:

Mobile No.:

Date :

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

Check List of Documents to be submitted with Form 5

S.No.	Description of documents to be enclosed	Whether enclosed
1.(a)	Two specimen signatures (to be furnished in a separate sheet)	
(b)	Additional information (Only in case of an illiterate or disabled Government servant): Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot 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 thumb and finger impressions 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.	
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3.	Details of the family in Form 3.	
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5.	Written statement for counting of period of service under rule 59(1) (a), if any	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	
9.	Option for availing Fixed Medical Allowance or Health Scheme (DGEHS)	
10.	Bank A/C Details for Payment of Commutation of Pension, Gratuity	

Form-7

[See rules 58, 60, 61 (1) & (3) and 65 (1)]

FORM FOR ASSESSING PENSION/FAMILY PENSION AND GRATUITY

(To be sent six months before the Date of Retirement to the PAO)

PART-I

1. Name of the retiring Govt. Employee
2. Father/Husband's name
3. PAN No.
4. Height & Marks of Identification
5. Date of Birth
6. Service to which belongs
- (Indicate name of organised service, if any, otherwise say, General Central Service)
7. Particulars of post held at the time of retirement:-
 - (a) Name of the Office
 - (b) Post Held
 - (c) Scale of pay/Pay Band & Grade pay of the post
 - (d) Basic Pay / pay in the Pay Band & Grade pay
 - (e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms
 - (f) If on foreign service, scale of pay/ pay band, pay in the pay band & grade pay of the post in the parent department
8. Whether declared substantive in any post under the Central Government
9. Date of beginning of service
10. Date of ending of service
11. Cause of ending of service (please tick one) :-
 - (a) Superannuation (Rule 35)
 - (b) Voluntary retirement on being declared surplus (Rule 29-A)
 - (c) Voluntary/ premature retirement at the initiative of the Government servant under rule 48, 48-A and FR-56-K
 - (d) Premature retirement at the initiative of the Government (rule 48 or 56 (i))
 - (e) Permanent absorption in public Sector undertaking/ autonomous body (Rule 37 or 37-A/37-B)
 - (f) Invalidment on medical ground (Rule 38)
 - (h) Compulsory retirement (Rule 40)
 - (i) Removal/dismissal from service (Rules 24 and 41)
 - (j) Death
12. In the case of compulsory retirement the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced related, the percentage at which it is to be allowed
13. In case of removal/ dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate. (Please see Rule 41)

(a) Period of military service

(b) Terminal benefits drawn/ being drawn for military service

(c) Whether opted for counting of military service towards civil pension.

(d) If answer to (c) above as in the affirmative, whether the terminal benefits have been refunded.

15. Particulars relating to service in autonomous body, if any:

(a) Particulars of Service:

[illegible]

(b) Whether the above service is to be counted for pension

(c) whether the autonomous organisation has discharged its pensionary liability to the Central Govt.....

16. Whether any departmental or judicial proceedings in terms of rule 9 of the ECS (Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final order?)

17. Qualifying service-

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored under rule 59 (i) (b) (ii)

(b) Period not counting as qualifying service-

(i) Boy service (2nd proviso to rule 13)

(ii) Extraordinary leave into counting as qualifying service (rule 21)

(iii) Periods or suspension not treated as qualifying service (rule 23)

(19) Interruptions in service [rule 27 (1) (b) and rule 28 (c)]

(v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed.....

- (vi) Any other period not treated as qualifying service
(give details)
- (c) Additions to qualifying service-
- (i) Civil service (Rule 18)
- (ii) Military War service (Rule 19)
- (iii) Benefit of service in an autonomous body (Rule 37)
- (d) Net qualifying service
- (e) Qualifying service expressed in term of completed
six monthly period (Period of three months and
over is treated as completed six monthly period) (Rule 49)
18. Emoluments:-
- (a) Emoluments in terms of Rule 33
- (b) Emoluments drawn during 10 months preceding retirement :-

[illegible]

Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 7 below Rule 32).

- (c) Average emoluments (Rule 34)
 - (d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49)
 - (e) Emoluments reckoned for retirement gratuity/death gratuity (Rule 50)
 - (f) Pay reckoned for family pension (Rule 54)
19. Amount of retirement gratuity/death gratuity (Rule 50)
(Refer S. No.9 of Calculation Sheet)
20. Details of Government dues recoverable out of gratuity -
- (a) Licence fee for Government accommodation [see sub-rules (2), (3) and (4) of Rule 72]
 - (b) Dues referred to in Rule 73
 - (c) Amount indicated by Directorate of Estates to be withheld under sub-rule (5) of Rule 72
21. (a) Proposed pension/service gratuity (Rule 49)
- (b) Proposed dearness relief on pension (as on the date of retirement)
 - (c) Date from which pension is to commence (Rule 33)

22. Rate of Family pension-

- (a) Enhanced rate [Rule 54(3)].....
(b) Period for which family pension will be payable at enhanced rate.....
(c) Ordinary rate [Rule 54(2)].....
(d) Date from which ordinary rate of family pension will be payable.....

23. Commutation of pension-

- (a) Whether simultaneously applied-for-commutation of pension
with the pension application (applicable only in the
case of those who retire on superannuation pension).....
(b) The percentage of pension commuted.....
(c) Amount of monthly pension commuted.....
(d) Commuted value of pension.....
(e) Amount of residuary pension after deducting.....
(f) Date from which reduced pension is payable.....
(g) Date from which commuted pension is to be restored.....

24. Post-retirement address of the retiree.....

25. e-mail ID, if any.....

26. Mobile number, if any,.....
.....

Signature of the Registrar

PART - II

1. Date of receipt of pension papers by the Accounts Officer from Head of Office.....
2. Entitlements admitted.
 - A. Length of Qualifying service.....
 - B. Pension-
 - (i) Class of Pension.
 - (ii) Amount of monthly pension.....
 - (iii) Date of commencement.....
 - C. Commutation of Pension-**
 - (i) Portion of pension commuted, if any.....
 - (ii) Commuted value of portion of pension commuted, if any.....
 - (iii) Residuary pension after commutation.....
 - (iv) Date from which realized pension is payable.....
 - (v) Date of restoration of commuted portion of pension
subject to the pensioner continuing to live.....
 - D. Retirement Death Gratuity**
 - (i) Total amount of gratuity.....
 - (ii) Amount to be adjusted towards arrears of license fee for
Government accommodation and licensee fee for retention of
Govt. accommodation beyond retirement [Rule 72(1) and 72(4)
Amount intimated by Directorate of Estes for being withheld
 - (iii) on account of unassessed license fee Chile 12(5).....
 - (iv) Amount to be adjusted towards Government dues other than
those pertaining to Government accommodation (Rule 73).....
 - (v) Net amount to be released immediately.....
 - E. Family pension-**
 - (i) At enhanced rate.....
 - (ii) Period for which Family pension at enhanced rate is payable
 - (iii) At normal rate.....
3. **Head of Account** to which the amount of pension, retirement/
death gratuity and family pension are to be debited.....

Deputy Finance Officer

CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1. Whether retiring employee is an allottee of Government accommodation
2. If retiring employee is not an allottee of Government accommodation,
date on which 'No demand certificate' issued by the office
3. The date on which action initiated to obtain the 'No demand
certificate' from the Directorate of Estates as provided in rule 57
4. Date of receipt of 'No demand certificate' from Directorate of Estates
5. Date on which intimation regarding any recovery/withholding of
amount from gratuity received from Directorate of Estates
6. Date on which action initiated to assess the service and
emoluments qualifying for pension as provided in rule 59
7. Date on which action initiated to assess the Government dues other than the dues
relating to allotment of Government accommodation as provided in rule 73 (1)
8. Date on which the retiring Government servant was furnished blank Form 5 along with
a certificate regarding the length of qualifying service and the emoluments/ average
emoluments proposed to be reckoned for retirement gratuity and pension.
9. Whether any objection received from the employee on the above certificate
10. Date on which the employee submitted his application for pension in Form 5
11. Whether nominations made in Common Nomination Forms for
 - (i) death gratuity/retirement gratuity
 - (ii) payment under CGEGIS
 - (iii) amount of GPF, if applicable
 - (iv) arrears of pension
 - (v) commuted value of pension (if applicable)
12. (i) Has the retiring Government servant worked in any of the organisations
mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972
(ii) If yes, whether an undertaking in Form 26 has been obtained along with Form
5 and placed on record
13. Whether Details of family in Form 3 attached
14. Whether Medical certificate of incapacity (for invalid pension) attached
15. Whether Statement of the savings effected and the reasons why employment could not
be found elsewhere attached (if claim is for compensation pension or gratuity)
16. Whether the Orders of the competent authority regarding grant of pension in the cases
of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record
17. Whether a statement indicating the reasons for delay in case the pension papers are not
forwarded before six months of the retirement of Government servant attached
18. Whether brief statement leading to reinstatement of the Government servant attached
(In case the Government servant has been reinstated after having been suspended,
compulsorily retired, removed or dismissed from service)

PENSION CALCULATION SHEET

1. Name.....
2. Designation.
3. Scale of pay/Pay Band & Grade pay.
4. Date of birth.....
5. Date of entry in the Government service.
6. Date of retirement.....
7. Length of qualifying service reckoned for pension/gratuity
(as indicated in PPO).
8. Emoluments drawn during the last ten months
9. (1) Emoluments or Average emoluments, whichever is more
beneficial for pension (as indicated in PPO)
- (2) Pension admissible (if qualifying service is ten years or more).
Calculations to be shown as follows:-
Emoluments or Average Emoluments/2.....
10. (1) Emoluments for gratuity (as indicated in PPO)....
- (2) Retirement gratuity admissible
Calculation to be shown as follows:-
Emoluments/4 x Qualifying Service (In completed
six monthly period, not exceeding 66.).
11. (1) Pay for Family Pension (as indicated in PPO).....
- (2) Family Pension admissible.....
Calculations to be shown as follows:
(a) Ordinary Family Pension.....
Pay x 30% subject to prescribed minimum and maximum
- (b) Enhanced Family Pension :
Pay+2.
[Subject to prescribed minimum and maximum as per Rule 54].

Registrar

Countersigned by

Deputy Finance Officer

Copy to:- Shri/Smt/Kumari.....
retiring Govt. Servant.....

PERSONAL IDENTIFICATION OF

Retiring on on superannuation.

HEIGHT:-

IDENTIFICATION:-

THUMB & FINGER IMPRESSION.

THUMB

FORE FINGER

MIDDLE FINGER

RING FINGER

LITTLE FINGER

Residential Address:-

DDO

HOO

ANNEXURE-XI
(See para 12.3 page 6)

SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

Date _____

To

The Branch Manager

_____ (Bank)

_____ (Branch & address)

Dear Sir,

Payment of pension under P.P.O. No. _____ through your office.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/ deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address:

Witnesses:

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date:

FORM OF CERTIFICATE OF VERIFICATION OF SERVICE FOR PENSION.

Certificate

It is clarified, in consultation with the Account officer, that Shri.....Designation
.....has completed a qualifying service
of.....year..... month and.....days as on.... (date), as
per details given below. The service has been verified on the basis of his service document
and in accordance with the rules regarding qualifying service in force at present. The
verification of service under sub rules (1) and (2) of Rule 32 of the Central Civil
Services/(Pension) Rules, 1972 shall be treated as final and shall not be re-opened except
when necessitated by a subsequent change in the rule and order governing the conditions
under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	From Period	S. No.	To Period

To

Shri.....
(Name and Designation)

Signature of Registrar

UNDERTAKING

1. I who have worked in

(Name of the Organization, [Organization as included in the Second Schedule to the Right to Information Act, 2005]),

in the post of for the period from to

hereby solemnly declare that, save with prior approval of the Competent Authority, I shall not publish in any manner, while in service or after my retirement from service, any information which I have obtained by virtue of my working in the aforesaid Organisation and which is likely to prejudicially affect the (i) sovereignty and integrity of India, (ii) the security, (iii) strategic, (iv) scientific, or (v) economic interests of the State, or (vi) in relation with a foreign State, or (vii) which would lead to incitement of an offence. This declaration is notwithstanding my responsibilities and liability, in terms of the relevant Conduct Rules, Pension Rules, Laws dealing with offences relating to official secrets or national security and the Intelligence Organisation (Restriction of Right) Act, as the case may be. I further agree that in the event of any failure of the above undertaking by me, the decision of the Government as to whether it was likely to prejudicially affect any of the seven aspects stated above shall be binding on me.

2. I am aware that the pension which may be granted to me after retirement, in terms of the relevant Pension Rules, can be withheld or withdrawn, in full or part, for any failure of this undertaking given.

Signature of the Government Servant

Place

Dated

"OPTION FOR MEMBERSHIP OF DELHI GOVERNMENT

RETIRED EMPLOYEES HEALTH SCHEME

I hereby opt for the membership of Delhi Government Retired Employees Health Scheme w.e.f. _____
for availing the medical facilities for which I shall deposit subscription in lump
sum (equal to 10 years of subscription) for the life time membership.

(_____)
Designation

To,

The Branch Manager

Date: _____

(Bank)_____
(Branch & Address)

Dear Sir,

Payment of pension under A/C No. _____ through your Bank.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you, I, the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrators to indemnify the Bank from and against any loss, suffered or incurred by the Bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the Bank and also irrevocably authorize the Bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the Bank.

Yours faithfully,

Signature: _____

Name: _____

Address : _____

WITNESS

1) Signature :

2) Signature :

Name : _____

Name : _____

Date : _____

Date : _____

Address : _____

Address : _____

Declaration form the pensioner regarding non receipt of any pension or gratuity required under the note below

article No. 911 C.S.R.

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

ATTESTED

Signature

Thumb impression of the Pensioner

Declaration under Articles 920 (i) CSR to be signed by the retiring Govt. Servant.

Whereas the _____ has consented to grant me the sum of Rs. _____ per month as the amount of my pension with effect from _____ and/or the sum of Rs. _____ as the amount of my gratuity/death-cum-retirement gratuity. I hereby acknowledge that in accepting the said amounts (s). I fully understand and that the pension/gratuity/death-cum-retirement gratuity, is subject to revision and the same being found to be in excess of that I am entitled under the rules and I promise to base no objection in such revision. I further promise to refund any amount paid to me in excess of that to which I may be eventually found entitled.

1 Signature _____

Name & Occupation of witness _____

Address of witness _____

Signature of Govt. Servant

Name _____

Address _____

2 Signature _____

Name & Occupation of witness _____

Address of witness _____

The declaration should be witnessed by two persons of responsibility in the town, village or pargana which the applicant resides.

FORM 26

[See Rule 8 (3-A)]

UNDERTAKING

I, _____, who have worked in _____ (Name of the Organization, [Organizations as included in the Second Schedule to the Right to Information Act, 2005]), in the post of _____ for the period from _____ to _____ hereby solemnly declare that, save with prior approval of the Competent Authority, I shall not publish in any manner, while in service or after my retirement from service, any information which I have obtained by virtue of my working in the aforesaid Organization and which is likely to prejudicially affect the (i) sovereignty and integrity of India, (ii) the security, (iii) strategic, (iv) scientific, or (v) economic interests of the State, or (vi) in relation with a foreign State, or (vii) which would lead to incitement of an offence. This declaration is notwithstanding my responsibilities and liability, in terms of the relevant Conduct Rules, Pension Rules, Laws dealing with offences relating to official secrets or national security and the Intelligence Organizations (Restriction of Right) Act, as the case may be. I further agree that in the event of any failure of the above undertaking by me, the decision of the Government as to whether it was likely to prejudicially affect any of the seven aspects stated above shall be binding on me.

2. I am aware that the pension which may be granted to me after retirement, in terms of the relevant Pension Rules, can be withheld or withdrawn, in full or part, for any failure of this undertaking given.

Signature of the Government Servant

Place _____

Dated _____



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110078

DECLARATION REGARDING REFUND OF EXCESS PAYMENT

I..... do hereby declare that the amount (Pension/Gratuity) as authorized by the Pay and Accounts officer if afterwards found to be in excess of the amount by which entitled under the rules, I refund such excess on demand within two months.

Signature :

Name in full :

Address :



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110078

Certified that the BSR code No of
..... is
this is being provided to
....., Designation.....
..... for transfer of his/her pensionary benefits in this bank.

The Bank Account of.....in this bank
.....

Manager



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110078

OPTION TO AVAIL MEDICAL ALLOWANCE/MEDICAL FACILITY

1. I..... opt to draw Medical Allowance as per the existing rates with my pension on month to month basis.
2. I..... opt to avail Medical Reimbursement facility after retirement under DGEHS.

Note : Strike out which is not applicable.

Signature:

Name :

Designation:



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi-110078

Sub: Undertaking from pensioner regarding to handover Pension Payment Order(PPO) (Pensioner's portion) him/her at the time of retirement alongwith other retirement dues.

I.....Designation.....
retired on superannuation/voluntary from GURU GOBIND SINGH INDRAPRASTHA
UNIVERSITY holding PPO No.....and having my pensioner Bank
account No. Name and Address of the
bank.....
.....

In compliance of Office Memorandum No.1/27/2011-P&PW(E), Govt of India,
Ministry of Personnel,PG&Pensioner,Department of Pension& Pension's Welfare dated
07.05.2014, do hereby undertake that:

My Pension Payment Order (PPO)(Pensioner's Portion) may be handedover to
me through DDO/HOO at the time of my retirement alongwith other retirement dues.

(Signature of the Pensioner)

Name :

Designation :

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger impression of Shri/Smt./Km

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger impression of Shri/Smt./Km

SHEET FOR SPECIMEN SIGNATURE OF THE CLAIMANT/GUARDIAN

Specimen signature of Shri/ Smt./Km

Designation

1.

2.

Thumb/finger impression of Shri/Smt./Km

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