

Regular/ Retiring Pension Case File

Office of the Pr. Accountant General (A&E) Punjab & UT, Chandigarh

Name of the Govt. Employee :

Designation :

Date of Retirement :

Address :

.....

Mobile No. :

Checklist for Regular/Retiring Pension Cases

(A) Documents to be provided by the Retiree/Pensioner for Processing Pension Case

Form/Document			Reasons, if no
1. Form Pen -15 (Rule 9.4(c))	Yes	No	
2. Undertaking under Rule 9.15(i)	Yes	No	
3. 3 Joint Photographs (Form 15)	Yes	No	
4. Specimen Signatures (Form 15)	Yes	No	
5. List of Family Members with DOB/Age, Relation & Marital Status (Form 15)	Yes	No	
6. Descriptive Roll	Yes	No	
7. Form Pen- 14 (Commutation Application if applicable)/ Form Pen-12 (Commutation Application with Medical certificate)	Yes	No	
8. Status of spouse (In case Death/Divorce attached document/proof)	Yes	No	
9. Permanent Account Number for Income Tax (PAN), Aadhaar Number, Mobile Number and E-mail ID (Punjab Government Finance Department Letter No. 5/49/13-3FPPC/785906/1 dated 29-06-16)	Yes	No	

(B) Documents to be provided by the Pension Sanctioning Authority for processing Pension Case

	Form/Document		Reasons, if no
1.	Form Pen 15-A (Rule 9.6)	Yes No	
2.	Form Pen-1 (Rule 9.5)	Yes No	
3.	Descriptive Roll	Yes No	
4.	Form Pen- 14 (Commutation Application if applicable)/ Form Pen-12 (Commutation Application with Medical)	Yes No	
5.	Three joint passport size photographs or single passport size photographs as the case may be duly attested by Pension Sanctioning Authority	Yes No	
6.	History sheet with Qualifying Service, Non Qualifying Service & weightage, if any	Yes No	
7.	Calculation Sheet (Rule 9.4 (b) iii)	Yes No	
8.	No Dues Certificate (Rule 9.8)	Yes No	
9.	No Inquiry Certificate (Rule 9.14)	Yes No	
10.	No Judicial Proceeding Pending Certificate (Rule 9.14)	Yes No	
11.	Last Pay Certificate (Rule 2.2.(2))	Yes No	
12.	Invalid Pension Medical Certificate with Retirement Order (Rule 5.18)	Yes No	
13.	Vigilance Certificate in case of Group A&B (letter no. 19/01/2002-4/च(1)11424 dated 07/06/2002)	Yes No	
14.	Voluntary Retirement Notice of Three months and Office Order accepting Voluntary Retirement	Yes No	

- | | | | | |
|-----|--|-----|----|--|
| 15. | Compulsory Retirement order | Yes | No | |
| 16. | Regularization of Work Charged/Adhoc Period as part of Qualifying Service Rule (9.4(a)) | Yes | No | |
| 17. | Office order for removing anomaly with Junior along with comparative statement | Yes | No | |
| 18. | Copy of Judgment, if any along with speaking order | Yes | No | |
| 19. | Copy of challan of deposit of EPF share if applicable | Yes | No | |
| 20. | Compensation pension documents required as per rule 5.2 to 5.6 of the Punjab CSR Vol. II | Yes | No | |
| 21. | Copy of challan of form vide which Govt. Share of CPF along with Interest deposited in Govt. Accounts and Copy of speaking order issued by competent Authority for counting Govt. Aided service toward the Pensionary benefits | Yes | No | |

FORM PEN. 15
[Referred to in rule 9.4(1)(c) and 9.6(1)]

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

1. Name of the Government employee.
2. Date of Birth/Retirement.
3. *Two specimen signatures of Government employee duly attested (to be furnished in a separate sheet)
4. Three copies of passport size **Joint Photograph of the Government employee and his/her wife/husband.
5. Two slips each showing the particulars of height and personal identification marks duly attested.
6. Present address.
7. @Address after retirement.
8. Name of the Treasury/Public Sector Bank Branch through which the Government employee wants to draw his pension.
9. @@Details of the family as defined in rule 6.17(3) of the Punjab Civil Services Rules, Volume II.

Dated the _____

Signature
Designation
Department/Office

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

Only two copies of passport size photographs of self need be furnished if the Government employee is governed by rule 6.17 of the Punjab Civil Services Rules, Volume II, and is unmarried or a widower or widow.

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

@Any subsequent change of address should be notified to the Head of Office/Audit Office.

@@Applicable only where rule 6.17 of the Punjab Civil Services Rules, Volume II, is applied to the Government employee.

FORM PEN 15-A

[See rule 9.6(1)]

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 authorisation of pension.

Sir,

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

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 the house building or conveyance Advance Rs. _____
- (b) Over-payment 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 licence fee for occupation of Government accommodation Rs. _____
- (e) The amount of licence fee for the retention of Government accommodation for the permissible period of two months beyond the date of retirement Rs. _____
- (f) Any other assessed dues and the nature thereof Rs. _____
- (g) 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 acknowledged 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 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.

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 the savings effected and the reasons why employment could not be found elsewhere (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 Group 'A' or Group 'B' Government employee or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions, duly attested by a Group 'A' or Group 'B' Government employee.
(b) **Three copies of passport size photograph with wife or husband (either jointly or separately) duly attested by the Head of Office.
(c) Two slips showing the particulars of height and identification marks duly attested by a Group 'A' or Group 'B' Government employee.
6. A statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government 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.

Note.—When initials or name of the Government employee are or is incorrectly given in the various records consulted this fact should be mentioned in the letter.

*If a Government employee is compulsorily retired from service and delay is anticipated in obtaining Form Pen. 1 from the Government employee, the Head of Office may forward the pension papers to the Accountant-General, Punjab without Form Pen. 1. 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 a widow; and
- (ii) If the Government employee is governed by rule 6.17 of the Punjab Civil Services Rules, Volume II.

FORM PEN 1

[See rules 9.4, 9.6, 9.7 (1), (3) and 9.11 (1)]

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

PART-I

1. Name of the Government Employee _____
2. Father's Name _____
Husband's name (in the case of a female Govt. Employee) _____
3. Date of birth (by Chirstain era) _____
4. Religion and Nationality _____
5. Permanent residential address _____
(Showing village, district & state) _____
6. Present and 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 or gratuity was sanctioned _____
 - ii) Amount and nature of any pension/ gratuity received for the military service _____
10. Amount and nature of any pension/gratuity received for previous civil service _____
11. Government under which service has been rendered in order of employment

Year	Months	Days
12. Class of pension applicable _____
13. The date on which action initiated to
 - i) obtain the No demand certificate from the Accounts officer (Rent)/Rent Assessing Authority as provided in rule 9.3 _____
 - ii) assess the service and emoluments qualifying for pension as provided in rule 9.5, and _____
 - iii) assess the Government dues other than the dues relating to the allotment of Govt. accommodation as provided in rule 9.19(1) _____
14. Details of omissions, imperfections or deficiencies in the service book which have been ignored under rule 9.5(1)(b)(ii) _____
15. Total length of qualifying service (for the purpose of adding towards broken periods, a month is reckoned as thirty days) _____
16. Periods of non-qualifying service

From	To

 - i) Interruption in service condoned under rule 3.17A _____
 - 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 _____

17. Emoluments reckoning for gratuity _____

18. Average emoluments
Emoluments drawn during the last ten months of service

Post held From _____ To _____ Pay _____

Personal pay or special pay _____ Average emoluments _____

i) In 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.

19. Date on which form PEN 9 has been obtained from the Government employee (to be obtained one year before the date of retirement of Government employee) _____

20. i) Proposed pension _____

ii) Proposed graded relief _____

21. Proposed death-cum-retirement gratuity _____

22. Date from which pension is to commence _____

23. Proposed amount of provisional pension, if departmental or judicial proceedings are instituted against the Government employee before retirement. _____

24. 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 rule 9.18) _____

ii) Dues referred to in rule 9.19 _____

25. Whether nomination made for death-cum-retirement gratuity. _____

26. i) 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 65 years _____

b) After attaining the age of 65 years _____

ii) Complete and up to date details of the family, as given below:-

Sr. No.	Name of the member of the family	Date of birth	Relations with the Government employee
1	2	3	4

27. Height _____

28. Identification marks _____

29. Place of payment of pension _____

(Treasury, Sub-Treasury or Branch of Public Sector Bank)

30. Head of Account to which pension and gratuity are debitible _____

Signature of the Head of Office

PART II

Section I

Account enforcement:

1. Total period of qualifying service which has been accepted for 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. The date from 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 members 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 authorised.
4. Amount of gratuity authorised.
5. Date of commencement of pension.
6. Amount of family pension in the event of death after retirement: —
Rs. _____ (Rupees _____)
7. The amount of graded relief admissible on pension.
8. The Government dues recoverable out of gratuity before authorising its payment.
9. The amount of cash deposit or the amount of gratuity held over for adjustment of un-assessed Government dues.
10. Date on which the pension papers received by the Accounts Officer.

FORM PEN. 1-C
[Referred to in Rule 6.16-B (6)]

Nomination for death-cum-retirement gratuity (when the officer has a family and wishes to nominate one member thereof).

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death, while in service and the right to receive on my death, to the extent, specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:—

Name and address of nominee	Relationship with officer	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer

Dated this _____ day of _____ 20____ at _____

Witnesses to signature:—

- 1.
- 2.

Signature of Officer

(To be filled in by the Head of Office in the case of a Group 'C' or Group 'D' employee).

Nomination by _____

Designation _____

Office _____

Signature of Head of Office _____

Dated _____

Designation _____

FORM PEN. 1-D
[Referred to in Rule 6.16-B(6)]

(Nomination for death-cum-retirement gratuity (when the officer has a family and wishes to nominate more than one member thereof))

I hereby nominate the persons mentioned below, who are the members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death: —

Name and address of nominee	Relationship with officer	Age	*Amount of share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer

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

Dated this _____ day of _____ 20__ at _____

Witnesses to signature:

- i.
- 2.

Signature of Officer

***Note.** This column should be filled in so as to cover the whole amount of gratuity (To be filled in by the Head of Office in the case of Group 'C' & Group 'D' employees)

Nomination by _____

Designation _____

Office _____

Signature of Head of Office _____

Dated _____

Designation _____

FORM PEN. 1-E
[Referred to in Rule 6.16-B (6)]

(Nomination for Death-cum-Retirement Gratuity)
(When the officer has no family and wishes to nominate one person)

I, having no family, hereby nominate the person mentioned below, and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent, specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:—

Name and address of nominee	Relationship with officer	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer

Dated this _____ day of _____ 20____ at _____

Signature of Officer

Witnesses to signature :

1. _____
2. _____

(To be filled in by the Head of Office in the case of Group 'C' or Group 'D' employees)

Nomination by-----

Designation-----

Office-----

Signature of Head of Office _____

Dated _____

Designation _____

FORM PEN. 1-F
[Referred to in Rule 6.16-B (6)]

(Nomination for Death-cum-Retirement Gratuity)

(When the officer has no family and wishes to nominate more than one person)

I, having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent, specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:—

Name and address of nominee	Relationship with officer	Age	*Amount of share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer

Note.— The Officer should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this _____ day of _____ 20_____ at _____

Signature of Officer

Witnesses to signature

- 1.
- 2.

*Note. The column should be filled in so as to cover the whole amount of gratuity (To be filled in by the Head of Office in the case of Group 'C' & Group 'D' employees)

Nomination by _____

Designation _____

Office _____

Signature of Head of Office _____

Dated. _____

Designation _____

Descriptive Roll

Particulars of Height/Identification Marks

Name.....Designation.....

Particulars of Height.....

Personal Marks of Identification.....

Attested

.....
.....

(Signature)

Designation with Stamp

Address for Correspondence

Present Address.....

.....
.....

Address after Retirement.....

.....
.....

Specimen Signatures/left hand thumb and finger impressions

Name _____ Designation _____

Specimen Signatures

1. _____ 2. _____

OR

Left hand thumb and finger impressions (In case the pensioner is illiterate):

(Little Finger) (Ring Finger) (Middle Finger) (Index Finger) (Thumb)

Attested

Signature _____

Designation _____

(with Stamp)

**FORM OF APPLICATION FOR COMMUTATION OF PENSION WITHOUT
MEDICAL EXAMINATION (UNDER PB. GOVT. FINANCE DEPARTMENT
LETTER NO. 4-001-6FS 4092 DATED 9-10-78)**

The Accountant General, Punjab, Chandigarh.

Subject: Commutation of pension without medical examination.

Sir,

I furnish below the following particulars and request that I may be permitted to commute a part of my pension as indicated below:

1. Name in Block Letters
2. Father's Name
3. Date of birth
4. Date of superannuation on attaining the age of 58 years or 60 years, in case of class IV employees.
5. Designation of the post held at the time of superannuation and the name of the Deptt./Office
6. Fraction of superannuation or Pension granted if any
.....
7. Amount of pension sanctioned and whether it is provisional or final.
8. Class of pension as defined in Chapter V of the Pb. SSR Volume II.
9. Name of Deptt. in which
Employed.....
10. Name of the Treasury/Bank through which the commuted value is desired to be paid if payment is not desired through the account officer who authorized the pension.
11. Designation of the account officer/office of A.G. Punjab, and No. and date of PPO if issued.
12. Amount in whole rupees or percentage of pension proposed to be commuted.
13. Particulars of any application for commutation of pension made previously.
14. Whether he appeared before any medical authority or not.

Signature and full address

Note: Two photographs are required to be submitted if the pension is desired other than through the Head of Deptt./Office from which the Govt. Servant retired.

Part-II

Forwarded to the Accountant General Punjab Chandigarh for authorizing the payment of commuted value.

Name and address of the Head Office

Place.....

Dated.....

Form PEN 12-A (See Rules 11.1, 11.11, 11.18, 11.19, 11.20, 11.21)
Form of application for COMMUTATION OF A FRACTION OF PENSION
With medical examination
(To be submitted in duplicate after retirement but within one year from the date of retirement)

PART-I

The _____ Here indicate the designation and
full address _____ of the Head of Office

Subject: Commutation of Pension with medical examination.

Sir,

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below:

1. Name in Block Letters
2. Father's Name
(Husband's Name in case of female Government employee)
3. Designation at the time of retirement
4. Name of Office/Deptt. in which Employed.....
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Amount of pension authorized

(in case final amount of pension has not been authorized indicate the amount of provisional pension)

9*. Fraction of pension proposed to be commuted

10. Designation of the Accounts Officer _____ who authorized the pension and No. and date of Pension Payment Order, if issued

11. Disbursing authority for payment of pension

** a) Treasury/Sub treasury _____

(Name and Complete address

_____ of the treasury/Sub treasury

_____ to be indicated)

**b)i) Branch of the Nationalised

_____ Bank with complete

_____ Postal address

_____ ii) Bank Account No.

_____ to which monthly pension is being credited each month.

Place _____
Date _____

Signature _____
Postal Address _____

Note: - The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn. It is not open to an applicant to draw the commuted value of pension from disbursing authority other than the disbursing authority from which pension is being drawn.

** The applicant should indicate the fraction of the amount of monthly pension (subject to the maximum of one-third thereof), which he desires to commute, and not the amount in rupees.*

*** Score out which is not applicable.*

PART III

No _____

Dated _____

Forwarded to the Accounts Officer, (here indicate the address & Designation) _____ 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 fraction of his pension commuted without medical examination,

iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs _____ (Rupees _____)

iv) the amount of residuary pension after commutation will be Rs _____ (Rupees _____)

2. It is requested that further action to authorize the payment of the amount of commuted value of pension may please be taken in accordance with Rule 11.21 of these rules.

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

4. The commuted value of pension is debitable to Head of account namely _____

Place _____

Signature

Date _____

Head of Office

----- (Detach from here) -----

PART II
Acknowledgement

Received from Shri/Smt

_____ (Name & former
designation) Application in Part I of Form 12-A for the Commutation of a fraction of
pension with medical examination.

Place _____

Signature

Date _____

Head of Office

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

Table -I : Details of Qualifying Service

Shri / Smt. Designation

Name of Govt. under which employed (in order of employment)	Name of Establishment	From	To	Total Period	Less non-qualifying service (see table-II)	Qualifying service.
1	2	3	4	5	6	7

Average Emoluments Calculation Sheet

Average Emoluments in respect of Sh. / Smt.

Designation Office

During the last ten months from to

S. No.	Period		Month	Pay @ Per Month (Rs.)	Total Pay (Rs.)
	From	To			

Average emoluments for one month :

Chart Indicating the Service Verification

Name Designation

S. No.	Period		Page No. of Service Book	No. or part of page of Service Book
	From	To		

Calculation Sheet of Pension

Name

Father's / Husband's Name

1. Designation of the Post from which retired

2. Office last served

3. Date of Birth

4. Date of entry into Govt. Service

5. Date of Retirement / Superannuation

6. Rules under which pensionary benefits were settled.....

7. Total period of Service

8. Period not recognised as service

9. Period recognised as service

10. Average emoluments for last ten months

11. Average emoluments on which Pension fixed.....

12. Total amount of pension.....

13. Total amount of family pension.....

14. Death-cum-Retirement Gratuity.....

15. Percentage / amount of monthly pension commuted.....

16. Amount of commuted value of pension authorised.....

17. Remarks

(Signature of Head of office)

Designation.....

(with Stamp)

**Undertaking under rule 9.15(1) of Pb. CSR Vol.II in terms
of Pb. Govt., Finance Department Notification issued vide
No. 3/2/6-IFP-III/94/3292 dated 3.5.94**

I, Sh/Smt.....

hereby undertake that after my retirement, I or in the case of my death, my heirs will refund the amount of pension, adhoc increase, temporary increase/adhoc relief or any other kind of increase in pension/or any other benefits if any, paid to me erroneously or in excess of that due to me.

Dated

Signature

Attested

Declaration/undertaking to refund pension/Gratuity DCRG if paid in excess

(ANNEXURE 'A' To Rule 9.15 of Punjab Civil Services Rule Volume 1 to be signed by the retiring Government servant).

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

Signature _____

Designation _____

1. Signature of witness _____

Attested

Occupation _____

Address _____

2. Signature of witness _____

(Head of Office)

Occupation _____

Designation

Address _____

(with Stamp)

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

Authority Letter to Recover Govt. Dues from Pension

I hereby authorise _____ to recover any Govt. dues such as overpayment of pay, allowances, leave salary or admitted and obvious dues such as house rent, postal life insurance premium, outstanding house building advance, traveling allowances and other advances or any amount, if any discrepancy is found recoverable from me at any stage from my pension.

Attested

Signature _____

(Head of Office)

Designation _____

Declaration Regarding Non-Receipt of Pension or Death-cum-Retirement Gratuity

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

Attested

Signature _____

(Head of Office)

Designation _____

Declaration Regarding Anticipatory Pension

"Whereas the (here state the designation of the authority sanctioning the advance)..... has consented provisionally to advance me the sum of Rs..... a month anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension, I hereby acknowledge that in accepting the advance, I fully understand that my pension is subject to revision on the completion of necessary formal enquiries an promise to raise no objection to such revision on the grounds that the provisional pension now to be paid to me exceeds he pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled."

Attested

Signature _____

(Head of Office)

Designation _____

Certificate Regarding Military Service

Certified that I have not rendered any military service, nor have received any pension or gratuity.

OR

Certified that I have rendered military service, and have receivedpension/gratuity.
Details as follows:

1. Total period of military service
Date of Commencement and end
of each period of military service.
2. Amount and nature of any pension/gratuity
received for the military service.

Attested

Signature _____

(Head of Office)

Designation _____

No Dues Certificate

Certified that there is nothing outstanding/pending against him/her

Name.....

Designation.....

Date of Birth.....

Date of Retirement.....

(Signature of Head Office)

No Complaint/Enquiry Certificate (NOC)

Certified that there is no Departmental/Vigilance Complaint/Enquiry, Judicial proceedings and Audit Para pending against him/her

Name

Designation

Date of Birth

Date of Retirement

(Signature of Head Office)

Certificate of Verification of Service for Pension

Certificate that Sh./Smt./Km..... Designation..... has completed a qualifying service of..... years months.....days as on..... (date). The service has been verified on the basis of his service documents an in accordance with the rules regarding qualifying service in force at present. The verification of service shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

(Signature of Head of Office)

Last Pay Certificate L.P.C

Office of the _____

No _____

Office case _____ (Provincial)

Last Pay Certificate of _____

of the _____ proceeding on

to _____

2. He has been paid upto _____

at the following rate:-

PARTICULARS	RATE	
	Rs.	P.
Substantive Pay		
Officiating Pay		
Exchange Compensation Allowance		

Deductions

3. He has made over charge of the office of _____

on the _____ noon of the _____ 19 _____

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

5. 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
From	to	at	Rs.	a month

6. He is entitled to draw the following scale of pay _____

increment accrues on _____ every year.

7. He is also entitled to joining time for _____ days.

8. The details of the income tax recovered from him upto the date from the beginning of the current year

are noted on the reverse.

Dated _____ 19 _____

Head of Office/Deptt

DETAILS OF RECOVERIES

Name of recovery _____

Amount: Rupees _____

To be recovered in _____ installments

SALARY DEDUCTIONS MADE FROM LEAVE SALARY

From	to	On account of	Rs.
From	to	On account of	Rs.
From	to	On account of	Rs.

Head of Office/Deptt
Signature with Stamp

Name of months	Pay	Gratuity Fee	Funds and Other Deductions	Amount of Income-tax recovered	Remarks
April 19					
May 19					
June 19					
July 19					
August 19					
September 19					
October 19					
November 19					
December 19					
January 19					
February 19					
March 19					

He took over/assumed of the office of _____

on the _____ noon of _____

(Signature)

(Designation)