

PENSION PAPER FILE

1.	Name	
2.	Designation	
3.	Date of birth	
4.	Date of Retirement	
5.	Department from which retired	

From pension-15
(Referred to in Rule 9.2)
Application for Formal Pension.

From
(Applicant)

To
(Head of the department)

Sub: Application for sanction Pension.

Sir,

I beg to say that i am due to retire from service with effect from _____ 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 Punjab Treasury, Chandigarh.

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 period and in respect of which pension and or Gratuity is claimed herein, nor shall I submit an application thereafter without quoting a reference of this application and the orders which may be passed hereon.

2. I am governed by the family pension scheme, 1964 and that the complete and up to date details of my family as under:-

Sl. No.	Name	Relation

3. I enclosed herewith:

- i) Two specimen signatures of mine duly attested.
- ii) Two passport size photographs also duly attested, (joint with wife) in the case of persons govern by Family Pensions Scheme.
- iii) Two slips each bearing my left-and thumb and Finger impressions.
- iv) Two slips each knowing particualrs of my height and identifications marks.

** 4. My present address:

and my address after retirement will be also as above.

Dated:

(Signature)

Designation

Note:

Where it not possible for a government employee to submit a photograph joint with his or her wife or husband he or she may submit separate photographs. Gazetted Govt. employees shall have the photographs attested by the Head Office. In case of non-gazetted Govt. Employee the head of office shall attest t he photograph before forwarding the Pension papers to the Audit officer.

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* This is required only in the case of Pension who are illiterate and cannot sign the names.

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

Part-1

1.	Name of the employee	
2.	Father's name (also husband's name in case of female Govt. emplo9yee)	
3.	Date of birth(By Christina era).	
4.	Religion	
5.	Permanent residential address showing village, Town, District and State.	
6.	Present or last appointment including name of establishment.	
i)	Substantive.	
ii)	officiating, if any.	
7.	Date of beginning of service.	
8.	Date of ending of service.	
9.(i)	Total period of military service for which pension and gratuity was sanctioned.	
(ii)	Amount and nature of any pension/ gratuity	

	received for the military service.	
10.	Amount of nature of any pension/ gratuity received for the military service	
11.	Government under years, months days which service has been rendered in order of employment.	
12.	Class of pension	
13.	The date on which action initiated to :-	
(i)	obtain the "No Demand Certificate" from the Directorate of estates and provided in Rule 9.2	
(ii)	Assess the Govt. service and emoluments qualifying for pension as provided in Rule 9.4	
(iii)	Assess the Govt. dues other than the dues relating to the allotment of Govt. accommodation as provided in Rule 9.18	
(14	Details of omissions, imperfection deficiencies in the service book which have been ignored under Rule 9.4 (b)(ii)	
15	Total length of qualifying service (for the purpose of adding towards broken period, a month is reckoned as thirty days.)	
16	Period of non-qualifying service.	
i)	Interruption in service under Rule 4.33	
ii)	Extra-ordinary leave not qualifying for service.	
iii)	Period of suspension not treated qualifying for pension.	
iv)	Any other service not treated qualifying for pension.	
17.	Emoluments reckoning for gratuity.	Basic Pay DA Total
18	Average emoluments for pension.	

Emoluments drawn during the last ten months of service :-

Post held	From	To	Basic Pay	P.P./ Spl Pay	Total
	Average Emoluments				

i)	in case where the last ten months include some period not to be reckoned for calculating average emoluments.	
ii)	The calculation of average emoluments should be based on actual number of days contained in each months.	

19.	Date on which form 15 has been obtained from the Government employee (to be obtained eight months before the date of retirement of Govt. employee).	
20(i)	Proposed epnsion.	
(ii)	Proposed grade relief.	As per Govt. rules.
21	Proposed D.C.R.G.	
22	Date from which the pension is to commence.	
23	proposed amount of provisional pension if departmental or judicial proceeding is instituted against the Govt. employee before retirement.	
24.	Details of Govt. dues recoverable out of gratuity.	
(i)	License fee for the allotment of Govt. accommodation (see sub Rule (2), (3) and (4) of Rule 9.17.	
(ii)	Dues referred to in Rule 9.18	
26.	Whet her family pension Rule 1964 applies to the Govt. employee and if so:-	
(i)	Emoluments reckoning for the family pension.	
(ii)	The amount of the family pension becoming payable to the family of the Govt. employee, if death takes place after retirement.	
a)	Before attaining the age of 58 years.	
b)	After attaining the age of 58 years.	

(iii) Complete and upto date details of the family as given (in form):-

Sr. No.	Name of the member of the family.	Date of birth	Relationship with the Govt. employee.

27	Height	
28	Identification marks	
29	Place of payment of pension (Treasury, Sub Treasury or Branch of Public Sector Bank of the Pay and Accounts Officer).	Punjab Treasury, through Bank.
30	Head of Account to which pension and gratuity are debitale.	2071- Pension and other retirement benefits.

Signature of Govt. employee

Signature of Head of Office.

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Part-II
Section-1

Account enforcement:

1. Total period of qualifying service which has been accepted for grant of superannuation of retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowed, if any (other than disallowed indicated in part-I of this form).
2. Amount of superannuation or retiring or invalid 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 compensation or compulsory retirement 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 the Government after retirement.

Section-II

1.	Name of the Govt. 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 event of death after retirement.	
i)	If death takes place before 65 years of age, or	
ii)	If death takes place after 65 years of age.	
7.	The amount of graded relief admissible on pension.	
8.	The Government dues recoverable out of Gratuity before authorizing its payment.	
9.	The amount of cash deposit or the amount of gratuity held over for adjustment of un-assessed Government dues.	
10.	Date of which the pension papers received by the Accounts Officer.	

CERTIFICATE OF APPROVAL SERVICE

Certified that Shri has rendered years month.... days total service which counts towards pension of which he has rendered approved service of ... half years.

Dated :

Place: Chandigarh.

DECLARATION FOR THE NON RECEIPT OF PENSION/ DCRG

I hereby declare that I have neither applied for no 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 here is nor shall I submit an application here after without quoting the referenced to this application and the order which may be passed thereon.

Dated _____

Signature

PENSION CALCULATION SHEET

1.	Name	
2.	Designation of the post held.	
3.	Department/ Office last served.	
4.	Date of Birth	
5.	Date of appointment.	
6.	Date of superannuation/ Retirement.	
7.	Rules under which pensionary benefits are admissible.	
8.	Age at the time of joining service.	
9.	Qualifying service for pension indicating separately:- i) Addition to qualifying service as for example under rule 4.2 of the Punjab Civil Service not qualifying for service with reasons for not qualifying indicated against each. ii) Net qualifying service.	
10.	Emoluments drawn during the last 10 months.	
i)	Designation:	
ii)	Pay scale :	
iii)	Pay admissible as under:-	
	From :	

iv)	Computation of average emoluments on which pension is fixed.	
11	Total amount of pension.	
i)	Family pension upto 58 years	
ii)	Family pension after retirement.	
12.	Details of commutation of pension :	
i)	Percentage/ amount of monthly pension commuted and,	
ii)	Amount of commuted value of pension authorised.	
13.	Commutation of DCRG:-	
14.	DCRG authorized	
15.	Remarks.	

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DECLARATION AS REQUIRED UNDER RULES 9.15 VOL-II

Whereas t he Chief Engineer, Punjab P.W.D. Irrigation Works, (H.O.), Chandigarh, (here state the designation of t he officer sanctioning the pension/ Family Pension/ Service Gratuity, death-cum-retirement gratuity/ arrears of pension of Gratuity) has consented to grant me/ the sum of Rs._____ as the amount of Gratuity/ Death/cum/ Retirement gratuity due t o Shri _____(here given the name and designation of the Govt. Servant). I/We hereby acknowledge that in accepting t his amount, i/We fully understand t he pension/ Family pension/Gratuity/

Death-cum-retirement gratuity arrear of pension and Gratuity due to Shri_____, is subject to revision on its being found to be in excess of that to which I/We are entitled under the rules and I/We promise to have objection such revision, I/We further promise to reply any amount advanced to me/ us in excess of that to which I/We may be eventually found entitled.

Witnesses:

Signature

1.

2.

DECLARATION FOR ANTICIPATORY PENSION/ GRATUITY

Whereas the Shri _____, has consented provisionally to advance me the sum of Rs. a month in anticipatory of the completion of the inquiries necessary to enable to Govt. to fix the amount of my pension. I hereby acknowledgement in accepting this advance. I fully understand that my pension is subject to the revision on the completing to the necessary formal inquiries I promise to have no objection to such revision on the ground that the provisional pension to me exceeds the t he pension t o 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.

Signature

(Signature)

DECLARATION FOR RECOVERY OF GOVERNMENT DUE.

I hereby authorise the Chief Engineer, Irrigation Works, Punjab (HO) Chandigarh to recover any dues such as obvious dues such as House Rent, Hostal list Insurance Premise, outstanding motor Car, House Building, Travelling Allowance or other advance or any other amount excess payment of any description if found recoverable from me at any stage from my pension.

Dated_____

(Signature)

Attested

Certified that I never worked in Military and have got No military service at my credit.

Attested

Signature.

FORM PENSION 1-C

Referred to in Rule 6.15-B(6)

Nomination for the Death-cum- retirement Gratuity.

(Where the officer has a family and wishes to nominate one member thereof)

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

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

Dated day of /

At Chandigarh

Witness to Signature.

1.

2.

Signature

(To be filled by Head of office in the case of an non-gazetted officer).

Nomination by _____

Designation _____

Office _____

Signature of head of office

Dated _____

Designation _____

FORM OF PENSION 1-D

Referred to in Rule 6.16-D(6)

Nomination for the Death-cum- retirement Gratuity.

(When the officer has a family and wishes to nominate more than one member thereof)s

I, hereby nominate the person mentioned below, who a member of my family, and confer and him the right to receive any gratuity that may be sanctioned by Government in the event of my death, while in service and right to recover on my death to the extent, specified below any gratuity which have 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 of the nomination shall become invalid.	Name, address & relationship of the person, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer.

Dated day of /

At Chandigarh

Witness to Signature.

1.

2.

Signature

(To be filled by Head of office in the case of an non-gazetted officer).

Nomination by _____

Designation _____

Office _____

Signature of head of office

Dated _____

Designation _____

FORM OF PENSION 1-E

Referred to in Rule 6.16-B(6)

Nomination for the Death-cum- retirement Gratuity.

(Where the officer has no family and wishes to nominate one person)

I, hereby nominate the person mentioned below, who a member of my family, and confer and him the right to receive any gratuity that may be sanctioned by Government in the event of my death, while in service and right to recover on my death to the extent, specified below any gratuity which have become admissible to me on retirement my 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 person, I if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer.

Dated _____ day of _____ /

At Chandigarh

Witness to Signature.

1.

2.

Signature

(To be filled by Head of office in the case of an non-gazetted officer).

Nomination by _____

Designation _____

Office _____

Signature of head of office

Dated _____

Designation _____

FORM OF PENSION 1-E

Referred to in Rule 6.16-B(6)

Nomination for the Death-cum- retirement Gratuity.

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

I, hereby nominate the person mentioned below, who a member of my family, and confer and him the right to receive any gratuity that may be sanctioned by Government in the event of my death, while in service and right to recover on my death to the extent, specified below any gratuity which have become admissible to me on retirement my 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 person, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer.

Dated _____ day of _____ /

At Chandigarh

Witness to Signature.

1.

2.

Signature

(To be filled by Head of office in the case of an non-gazetted officer).

Nomination by _____

Designation _____

Office _____

Signature of head of office

Dated _____

Designation _____

The details of Family of _____ .

Sl. No.	Name of the Family Members	Relationship	Date of Birth/ year

Attested

(Signature)

PROFICIENCY CERTIFICATE

In respect of _____ .
During this service.

1.	Stoppage of increment or holding upto efficiency bear at any time during his service.	
2.	Any period f or which service was not approved	
3.	Any period during which the official remain under suspension with reasons for the same and how t he period was ultimately treated.	

(Department Officer)

OPTION FOR PENSION

In supersession of my all the previous options for the pension, Hereby opt to be governed by the New Pension rules alongwith the benefit family pension scheme, 1964.

(Signature attested)

(Signature of the applicant)

SPECIMEN SIGNATURE OF

1. _____

2. _____

3. _____

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FORM OF PENSION 14-B
(Referred to Rule 11.12-A)

FORM OF APPLICATION FOR COMMUTATION OF PENSION WITHOUT
MEDICAL EXAMINATION.

(To be filled in duplicate)

To

Subject:- **Commutation of pension without medical examination.**

Sir,

I furnish below the relevant particulars and request that I may permitted to commute part of my Pension as indicated below (an attested copy of my latest photograph) is pasted on the application and unattested is enclosed :-

1.	Name in Block letters	
2.	Father's Name (and also husband's name in case of male.(Govt. employee).	
3.	Designation	
4.	Date of Birth	
5.	Date of retirement on superannuation or extension granted, if any.	

6.	Fraction of superannuation pension proposed to be commuted.	40% of approved pension
7.	Name of the office/ department in which employed	
8.	Name of the pension disbursing authority from which pension is to be drawn.	Punjab Treasury, Chandigarh.

Dated

Signature
Full postal Address
(in Capital letters)

CERTIFICATE

I hereby certify that residue to pension, which will be left after commutation plus income from other sources is sufficient to maintain myself in accordance with my status in life on retirement.

Attested

Signature

(Certificate)

I am satisfied that the residue of pension which will be left after commutation plus income from other sources is sufficient to maintain the pensioner in accordance with his status in life on retirement.

(DDO Signature)

OPTION FOR FIXED MEDICAL ALLOWANCE

I hereby opt for fixed medical Allowance of Rs. _____P.M. interms of Punjab Govt. letter No. _____ allowed to pensioners. The payment of Fixed Medical Allowance may be made alongwith pension with effect from:

Attested.

(Signature)

(Countersigned)

UNDERTAKING

Referred to in FD Punjab Govt. letter/ Notification No. 3/26/IFP-III/94/B/222, dated 3-5-1994.

I hereby undertake that in case of my death, my legal heir will refund the amount of pensionary benefits or other benefit s paid to me erroneously or in excess of that due to me.

Attested:

(Signature)

Final No Demand Certificate of Nardip Singh, Senior Design Engineer.

Sr. No.	Description of the case	Present position of t he cases.
1.	Whether any enquiry/ corruption/ shortage case is pending/ going on against the officer in the office/ department.	No
2.	Whether any long term advances (i.e. HBL, Scooter adv. Car Advance or other advances is outstanding against t he officer.	N.D.C.
3.	Whether the officer has allotted or not allotted any Government accommodation during his service, if allotted then present position of the NDC taken from the concerned Accounts Officer.	

(Signature of t he officer/ official)

Verified from records
(D.D.O.)

PROFORMA SHOWING THE PARTICULARS OF HEIGHT AND IDENTIFICATION

1. Height :
2. Identification
3. Date of birth :

Attested

(Signature)

Countersigned

Descriptive Rolls of Shri.

1. Date of Birth
2. Height
3. Personal mark if any on :

Attested

(Signature)

(Countersigned).s