

ANNEXURE - III
FORM NO. 19

FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING
THE PENSION PAPERS OF A GOVERNMENT SERVANT

To

The Accountant General, (A/Cs. & Esstt.) Assam.

Subject—Pension papers of Sri/Srimati/Kumari—

for authorisation of pension.

Sir,

I have the honour to/I am directed to forward herewith the pension papers of Shri/Shrimati/Kumari— for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Government Servant 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 or any other advance Rs.
- b) Over payment of pay and allowance including leave salary. Rs.
- c) Arrears licence fee/rent for occupation of Govt. accommodations. Rs.
- d) Any other assessed dues and the nature there of Rs.
- e) The amount of gratuity to be withheld for adjustment of unassessed dues if any. Rs.

Total—

P.M.

- f) Provisional pension authorised (if any) Rs.
(copy enclosed)
- g) Provisional gratuity authorised (if any)Rs.
(copy enclosed)

Your faithfully
Head of office

List of enclosures

1. FORM NO. 1 ● and FORM NO. 2 duly completed.
2. Medical certificate of in-capacity (if the claim is for invalid pension).
3. Statement of savings effected and reasons why employment could not be found elsewhere (if the claim is for compensation pension or gratuity)
4. Service Book (date of retirement to be indicated in the Service Book).

5. a) Two slips with two specimen signature each duly attested by Gazetted Govt. servant or in the case of pensioner not literated enough to sing his name, two slips bearing the left hand thumb and finger impression duly attested by a Gazetted Government servant.
b) Two slips showing the particulars of height and identification marks, duly attested
c) Three copies of passport size photograph with wife/husband duly attested by Head of office.
6. A statement indicating the reasons for delay in case where the pension papers where not forwarded before 6 month of the date of retirement of Govt. servant
7. Written statement, if any of the Govt. servant required for a portion of service rendered by him for which records remained unverified.
8. Brief statement leading to re-instatement of the Govt. servant in case the Govt. servant has been re-instated after having been suspended, compulsorily retired removed or dismissed from service.

Note— When initials or names of the Govt. servant are or is in-correctly given in the various records consulted, the fact should be mentioned in the letter.

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- If a Govt. servant is compulsorily retired from service and delay is anticipated in obtaining form No. 1 from the Govt. servant, the Head of office may forward the pension papers to the A. G. without form No. 1. The form may be sent as soon as it is obtained from the Govt. servant.

Particulars to be obtained by the head of office from the retiring Government servant eight months before the date of his/her retirement.

1. Name –
2. Date of Birth –
3. Date of retirement –
4. Two ✂ slips containing two specimen signature each duly attested by the Gazetted officer.
5. Three copies of passport size joint photograph with wife/husband duly attested by head office photograph of self only. In case the Govt. servant is un-married or a widow or a widower
6. Two ✂✂ slips cash showing particulars of height and personal identification marks duly attested by a Gazetted Govt. servant –
7. Present Address
8. Address after retirement (Any subsequent change of address should be notified to the Head of office.)
9. Details of the family members as in form No. 1A
10. Name of Treasury/Bank/Bank Branch through which person is to be drawn.

Signature
Designation
Department/Office

- Two slips each bearing the left or right hand thumb finger, impression duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability to unable to give left or right hand thumb and finger impression he/she may give thumb and finger impression of the right hand where a Govt. servant has lost both the hands, he may give his impression. Impression should be duly attested by a Gazetted Govt. Servant.
- Specify a few conspicuous mark not less than two if possible.

FORM :1A
Details of Family

Name of the Govt. Servant —

Designation —

Date of Birth —

Date of Appointment—

Details of the members of my family

as on —

Sl. No.	Name of the members of the family	Date of birth	Relationship with the officer	Initials of the Head of office	Remarks
1	2	3	4	5	6

1.

2.

3.

4.

5.

6.

I hereby undertake to keep the above particulars upto date by notifying to the Head of office any addition or alteration.

Place—

Date the —

Signature of the Government servant.

Note:—Family for this purpose means family as defined in rule 143 (1) of A.S. (P) Rules 1969.

FORM NO.- 16

(PENSION)

NOMINATION FORM FOR FAMILY PENSION

Under the Liberalised Pension Rules, 1954 Chapter III, Section III

I here by nominate the persons mentioned below, who are members of my family, to receive in the order shown below the family pension which may be granted by Government in the event to my death after completion of 20 (twenty) years qualifying service.

Name and address of nominee	Relationship with officer	Age	Whether married or unmarried
1	2	3	4

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

N.B.—The officer should draw lines blank space below the last entry to prevent the insertion of any name after he as signed, Dated this day of

Witness Signature

- 1.
- 2.

Signature and Designation
for the officer.

To be filled in by the Head of officer in the case of
Non-Gazetted Officer.

Nomination by

Designation

Officer

Signature of Head officer

Date

Designation

PROFORMA FOR ACKNOWLEDGING THE RECEIPT OF THE NOMINATION
FORM FOR FAMILY PENSION BY THE HEAD OF OFFICE/AUDIT OFFICE

TO

THE _____

Sir,

In acknowledging the receipt of your nomination, date
cancellation, dated of the nomination made earlier in respect
of family pension in Form No. 16 (pension). I am to state that they have been duly
placed and recover.

Date

The

Signature of Head Officer / Audit Officer.

Designation

Specimen Signature of Shri / Smti
.....

- 1. _____
- 2. _____
- 3. _____

Attested by

.....
Descriptive roll in Respect of Shri / Smti _____

- 1. Name:
- 2. Permanent Address:
- 3. Date of birth:
- 4. Mark of Identification:
- 5. Height:

Attested by
.....
.....

Signature of applicant

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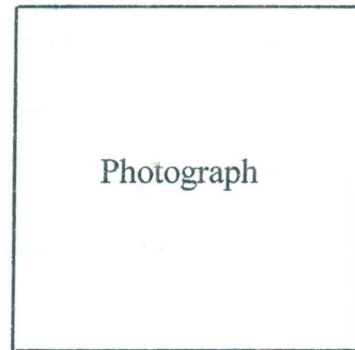
FORM—A

PART— 1

From A.A.S. (C. P.) R

**Commutation of Pension
Form of Application**

I Shri
desire to commute Rs. P.
of my Pension of
Rs. a month. I certify that
I have answered correctly each and all of the questions
below. The copies of the passport size photograph
(one attested copy and another not attested) are
furnished.



Place
Date

Signature
Designation
Address

Questions

Answer :

1. What is the date of your birth.
2. Date of your superannuation.
3. Date of application.
4. How much of your pension do you wish to commute.
5. a) Have you already commuted a portion of your pension. ? If so, give particulars.
b) Has any application from you for commutation of pension ever been rejected or have you ever accept / declared to accept commutation of pension on the basis of an addition of years to you actual age recommended by medical authority ? If to, give particulars.
- 6) From that treasury do you draw or propose to draw your pension any commutation money ?
- 7) a) If you are already drawing your pension quote the number of your pension payment order of colonial warrent.
b) State specifically whether you are drawing an anticipatory pension.



(2)

8. Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to have effect.
9. At what station near the area in which you prefer your medical examination to take place?
10. a) Are you on re-employment or likely to be re-employed soon?
b) If so, name the authority under whom you are re-employed or likely to be re-employed.
c) State your designation and address on re-employment.
d) Whether your pension has been or will be allowed to be drawn in whole or in part during re-employment or it has been held in abeyance during re-employment.
11. State the amount of provident fund money (including any non-refundable withdrawals and the amount of death-cum-retirement gratuity received by you.)
12. Name the Account officer who authorised the payment of provident fund money (including any non-refundable withdrawal) and death-cum-retirement gratuity to you.

Place

Date

Signature

(To be filled in by the forwarding authority in cases governed by rule 7 (1) (3))

Memo No. P P G (P)

Dated Dispur, the

forwarded to the Account General Assam, Guwahati-6 for Favour of report.

DEPARTMENTAL DATA SHEET

10 Digit DDO Code Type of Pension

Name:	Surname	First Name	Middle Name	Sex

Designation :

Group / Class

a. Address before retirement	b. Address after retirement

Date of submission of Pension Paper by the Pensioner:

Office last serve :

DDO :	Telephone No.	Mobile No.

T.O. for Pension	T.O. for DCRG

BANK DETAILS :

a. Bank Name:

b. Bank Branch :

c. Bank A/c. No.:

GPF/PPF account number allotted by AG Office :

Date of Birth :

Date of appointment :

Date of commencement of pensionable service :

Date of retirement :

Date of death :

P-(2)

Date of lodging FIR in absconding cases

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Period of foreign service

From	To
1985	1985

Whether contribution received for the above periods.

Yes	No
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	Year	Month	Days
Gross service (a) Q. SERVICE (b)			
Non Q. Service	-	-	-
Weightage	-	-	-
Net Q. Service			

Average Emoluments	₹ 1000000	
Last Pay	₹ 1000000	
Other allowances	₹ 1000000	
	Dearness allowance @ 107%	₹ 1000000
	Houserent allowance	₹ 1000000
	Medical allowance	₹ 1000000

Applied for communication :

Yes	No.
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FAMILY DETAILS :

Name	Relation	Date of birth	Status
Mrs. Smt. H. H. H.		15/01/1945	

Date of confirmation :

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Provisional Pension sanctioned and authorised

₹	
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Provisional D.C.R.G. sanctioned and authorised

₹	
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Outstanding Govt. dues.

HBA	Motor car Advance	Licence fee for Govt. quarters	Others