

ANNEXURE - A

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 Papers by the Pensioner

Pension Paper forwarding department	
Office last serve	

DDO	<input type="text"/>	Telephone No.	Mobile No.
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T.O for Pension  T.O for DCRG

Bank details

a) Bank Name	
b) Bank Branch	
c) Bank A/C No.	

GPF /PF account number allotted by A.G office.

Date of birth		Date of appointment	
Date of commencement of Pensionable service		Date of retirement	
		Date of death	

Date of medical certificate invalidating Govt. servant	
Date of lodging FIR in absconding cases	

Period of foreign service	From	to
Whether contribution received for the above periods	Yes / No.	

	Year	Month	Days
Gross service			
Non Q.S			
Weightage			
Net Q.S			

Average Emoluments	Rs.
Last Pay	Rs.
Other Allowances [DA,DP,CCA,HRA etc.]	Rs.

Applied for commutation	Yes	No.
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**Family details**

Name	Relation	Date of birth	Status

Date of confirmation	
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Provisional Pension sanctioned and authorized	Rs.
Provisional D.C.R.G sanctioned and authorized	Rs.

**Outstanding Govt. dues**

HBA	Motor Car	Licence fee for Govt. Quarter	Others
Rs.	Rs.	Rs.	Rs.

ANNEXURE--I

FORM 2

Form for assessing Pension and Gratuity

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

PART--I

1. Name of the Government servant ... ..
2. Father's name (and also husband's name in the case of female Government servant).
3. Date of birth (by christain era) ... ..
4. Relagion ... ..
5. Permanent residential address, showing Village, Town, Street, Lane, Pin Code, Police Station, District & State.
6. Present or last appointment including name of establishment and Department.
  - (i) substantive,
  - (ii) officiating, if any.
7. Date of beginning of service ... ..
8. Date of ending of service ... ..
9. (a) Total period of Military service, if any ... ..
  - (b) Date of commencement and each period of Military service.
  - (c) 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 Estate Officer/Executive Engineer, P.W.D. etc.,
  - (ii) assess the service and emoluments qualifying for pension, and
  - (iii) assess the Government dues other than the dues relating to the allotment of Government accommodation.
14. Details of ommission, imperfection or deficiencies in the Service Book which have been ignored.
15. Total length of qualifying service for the purpose of adding towards broken periods, a month is reckoned as thirty days.

16. Period of non-qualifying service ( Any reference to be mentioned).

- (i) interruption in service condoned ... ..
- (ii) extra-ordinary leave not qualifying for pension ...
- (iii) period of suspension not treated as qualifying for pension
- (iv) any other service not treated as qualifying service.

Total

17. Emoluments reckoning for gratuity ... ..

18. Average emoluments for calculation of pension ...

\*Emoluments drawn during the last ten months of service

Post held	From	To	Pay	Personal pay or special pay	Average emoluments
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\*(1) in a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments,

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

19. Date on which Form-1 has been obtained from the Government servant (to be obtained eight months before the date of retirement of Government servant).

20. (i) proposed pension ... ..

(ii) proposed relief, on pension ... ..

21. Proposed gratuity/death-cum-retirement gratuity ...

22. Date from which pension is to commence ... ..

23. Proposed amount of provisional pension (If Departmental of judicial proceedings were instituted against the Government servant before retirement).

24. Details of Government dues recoverable out of gratuity :-

(i) licence fee / Rent for the allotment of Government accommodation,

(ii) other dues, if any ... ..

25. Whether nomination made for-- ... ..

(i) Death-cum-retirement gratuity ... ..

26. Whether **Family Pension Rules, 1964** are applicable to the Government servant, and if so :-

(i) **pay reckoning** for the Family Pension.,

(ii) **the amount** of the Family Pension becoming payable to the family of the Government servant, if death takes place after retirement,

(iii) **complete** and up-to-date details of the family as given in Form I-A.

Sl. No.	Name of the member of the family	Date of birth	Relationship with the Government Servant
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			
6.			
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 debitable.		

Signature  
Date

PART--II

SECTION

Designation

(Head of Office)

#### ACCOUNT ENFACEMENT :

1. Total period of qualifying service, which has been accepted for the grant of superannuation of retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowances if any, (other than disallowances indicate 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 servant after retirement.

SECTION--II

1. Name of the Government Servant .....
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.
7. The amount of relief admissible on pension .....
8. The Government dues recoverable out of the .....  
gratuity before authorising its payment.
9. The amount of cash deposit or the amount of .....  
gratuity held over for adjustment of unassessed Government dues.
10. Date-on which the pension papers received by .....  
the Accounts Officer.

Accountant General, Assam.

AGP(Sch. Pension) 13/06-07

## ANNEXURE III

FORM No. 19

## FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING THE PENSION PAPER OF A GOVERNMENT SERVANT.

To

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

Sub:—Pension papers of Shri/Shrimati/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. accommodation.	Rs.
(d) Any other assessed dues and the nature thereof ... ..	Rs.
(e) The amount of gratuity to be withheld for adjustment of unassessed dues, if any.	Rs.

Total—Rs. PM.

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

Yours 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 Saving effected and reason 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 duly attested by Gazetted Government servant or in the case of pensioner not literated enough to sign 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 mark, 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 were not forwarded before 6 months of the date of retirement of Government servant.
7. Written statement, if any, of the Government servant required for a portion of service rendered by him for which records remained unverified.
8. Brief statement leading to re-instatement of the Government servant in case the Government has been re-instated after having been suspended, compulsory retired, removed or dismissed from service.

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

\*If a Government servant is compulsorily retired from service and delay is anticipated in obtaining form No. 1 from the Government servant, the Head of Office may forward the pension paper to the A.G. without form No. 1. The form may be sent as soon as it is obtained from the Government servant.

FORM No. 1

ANNEXURE-II

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

1. Name.....
2. Date of birth .....
3. Date of retirement .....
4. Two\* slips containing two specimen signatures each duly attested by a Gazetted Officer.
5. Three copies of Passport size joint photograph with wife/husband duly attested by Head of Office (Photograph of self only, in case the Government servant is un-married or a widow or a widower)
6. Two\*\* slips each showing particulars of height and personal Identification marks duly attested by a Gazetted Government 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 the Treasury/Bank/Bank Branch through which pension is to be drawn.

Signature  
Designation  
Department/Office

\*Two slips each bearing the left hand thumb and finger impressions 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 is unable to give left hand thumb and finger impression he may give thumb and finger impression of the right hand where a Government servant has lost both the hands, he may give his too impression. Impression should be duly attested by a Gazetted Government servant.

\*\*Specify a few conspicuous marks, not less than two if possible.



**FORM No. 1A**  
**Details of Family**

Name of the Govt. Servant .....

Date of Birth .....

Designation .....

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 office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
5					
6					

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

Place .....

Dated, 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.

LAST PAY CERTIFICATE FOR NON-GAZETTED OFFICERS

Last pay Certificate of Shri .....

- 1. Proceeding to To join the appointment of
  - 2. He has drawn pay as officiate as on duty.
- pay Rs. ....

D.A. ....H.R.....M.A. .... and Dept. allowance  
 Rs. .... a month less deduction shown below  
 upto .....

- 3. His general provident fund account is maintained by the Accountant General.
- 4. He made over charge of the duty on the after-noon of the .....
- 5. No recoverise noted on the ..... are to be made from the pay of Officer. this officer.
- 6. He is entitled to draw the following Rs. ....
- 7. He is entitled joining time.
- 8. The details of the Income Tax recovered from his up-to-date from the beginning of the current year noted on the reverse.
- 9. His increment falls on --

Name and Designation of Head  
Office in which pay was last

Dated at .....

The .....

Deduction on account of --

- 1. Festival advance --

To be filled in, the office to which transferred.

On the ..... noon of the.

He fills in my office is

assumed charge of his duties in

Dated at

office on the .....

The .....

and the pay of appointment.

Name and Designation of Head  
 office to which transferred.

A CALCULATION FORM OF FAMILY PENSION AND D.C.R. / GRATUITY OF

- 1. Date of Birth --
- 2. Date of Appointment --
- 3. Date of actual Retirement --
- 4. Date of Death --
- 5. Length of Service --
- 6. Qualifying Service --
- 7. Nominees --

1. PENSION

Last month Basic pay Rs. ....  
As per Rule 142 of pension 20% of Rs. ....  
.....Rs. ....  
Minimum of Rs. 100.00 P.M.  
Family pension due Rs. .... X 2 = Rs. .... P.M.  
With effect from ..... to .....  
(Rupees .....) only.

2. GRATUITY

Last Month Basic Pay Rs. ....  
D.C.R. / Gratuity as per qualifying Service -  
$$\frac{X}{4}$$
 Rs. ....  
D.C.R. / Gratuity due Rs. ....  
Less as par provisional pension  
Rule 10% or maximum 1000/- Rs. ....  
Total Rs. ....

(Rupees .....) only

SIGNATURE OF DRAWING  
DISBURSING OFFICER