

# **U.P. Zila Panchayat Officers (Central Transferable Cadre) Retirement Benefit Rules, 2001**

UTTAR PRADESH

India

## **U.P. Zila Panchayat Officers (Central Transferable Cadre) Retirement Benefit Rules, 2001**

### **Rule**

### **U-P-ZILA-PANCHAYAT-OFFICERS-CENTRAL-TRANSFERABLE-CADRE of 2001**

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U.P. Zila Panchayat Officers (Central Transferable Cadre) Retirement Benefit Rules, 2001Published vide Notification No. 991/33-2-2001-72-G-99-T.C., dated 3rd September, 2001 and published in the U.P. Gazette (Extraordinary), Part 5, Section (Kha), dated 3rd September, 2001In exercise of the powers under Section 237 read with sub-section (2) of Section 40 and Section 44 of the Uttar Pradesh Kshettra Panchayats and Zila Panchayats Adhiniyam, 1961 (U.P. Act No. 33 of 1961) and all other powers enabling him in this behalf, the Governor in supersession of all the rules relating to pension and retirement benefits to the Central Transferable Cadre, is pleased to make the following rules :

#### **1. Short title and commencement.**

(1)These rules may be called the Uttar Pradesh Zila Panchayat Officers (Central Transferable Cadre) Retirement Benefit Rules, 2001.(2)They shall come into force with effect from the date of their publication in the Gazette.

#### **2. Definitions.**

- In these rules unless there is anything repugnant in the subject or context-(1)"Adhiniyam" means the Uttar Pradesh Kshettra Panchayats and Zila Panchayats Adhiniyam, 1961 (U.P. Act No. 33 of 1961) as amended, from time to time.(2)"Average emoluments" means the average emoluments drawn during the last 10 months immediately preceding the month in which the officer concerned has to retire or as admissible to servants of the State Government, from time to time.(3)"Central

Transferable Cadre" means a cadre created by the State Government under the Adhiniyam.(4)"emoluments" means-(a)Pay as defined in Fundamental Rules 9 (21) of the U.P. Financial Hand Book, Volume II, Parts II to IV, as amended from time to time, which the officer was drawing immediately preceding month of his retirement, and(b)dearness pay or the like if any, which may be admissible to the officer at the time of retirement or death ;Provided that if an officer was on leave at the time of retirement or death, as the case may be, his emoluments shall be deemed to be what they would have been, had he not been on leave at that time.(5)"Family" includes the following relatives of an officer-(a)wife in the case of male officer,(b)husband in the case of female officer,(c)sons-including step children, and adopted children.(d)unmarried and widowed daughters.(e)brothers below the age of 18 years and unmarried and widowed sisters (including step-brothers and stepsisters);(f)father,(g)mother,(h)married daughters (including step-daughters), and(i)children of a predeceased son.(6)"form" means a form as prescribed for the servants of State Government;(7)"Mukhya Adhikari" means Mukhya Adhikari or Upper Mukhya Adhikari of Zila Panchayat;(8)"Mukhya Karyakari Adhikari" means an officer of Zila Panchayat, Anushrvan Kosthak, Uttar Pradesh, Lucknow not below the rank of Deputy Director nominated by State Government for maintenance and superintendence of the Revolving Fund. He shall also perform the duties of Mukhya Adhikari under these rules in respect of officers appointed in or retired from Zila Panchayat Anushrvan Kosthak ;(9)"Officer" means an officer or servant of Zila Panchayat Central transferable cadre appointed substantively to a pensionable post who holds a lien on such post or would have held a lien on such post had his lien not been suspended ;(10)Pensions for service are divided into the following four classes :(a)"Superannuation pension" means pension granted to an officer who is entitled or compelled by rules to retire at a particular age (58 Years) ;(b)"retiring pension" means pension which may be granted to an officer attaining the age of 58 years and includes pension that may be granted to an officer who is required to retire at or after the age of 55 years and also includes pension granted after completion of an age of 50 years or on completion of 20 years qualifying service voluntarily sought for ;(c)"invalid pension" means pension awarded on retirement from the Zila Panchayat service to an officer who by bodily or mental infirmity is permanently incapacitated for the Zila Panchayat service or for the particular branch of it to which he belongs ;(d)"compensation pension" means if an officer is selected for discharge owing to the abolition of a permanent post. He shall unless he is appointed to another post, the conditions of which are deemed by authority to discharge him to be at least equal to those of his own have the option-(a)of taking any compensation pension or gratuity to which he may be entitled for the service that he has already rendered, or(b)of accepting another appointment or transfer to another establishment even on a lower pay, if offered and continuing to count his previous service for pension;(11)"pensionable post" means post in respect of which the following conditions are fulfilled-(a)the service must be under the Zila Panchayat,(b)the employment be substantive and permanent, and(c)the service must be paid by Zila Panchayat or the Zila Panchayat Anushrvan Kosthak, as the case may be;(12)"qualifying service" means service which qualifies for pension in accordance with the provisions of Regulation 368 of the Civil Service Regulations :Provided that continuous temporary or officiating service under the Zila Panchayat followed without interruption by confirmation in the same or any other post except-(i)periods of temporary or officiating service under the Zila Panchayat in a non-pensionable establishment,(ii)periods of service in a work-charged establishment, and(iii)periods of service in a post paid from contingencies, shall also count as qualifying service;Note. - If service rendered in a non-pensionable establishment or in a

post paid from contingencies falls between two periods of temporary service in a pensionable establishment or between a period of temporary service and permanent service in a pensionable establishment it will not constitute an interruption of service.(13)"retirement" means discharge of an officer on superannuation, on ground of invalidity, discharge owing to the abolition of permanent post or required to retire at or after the age of 55 years, or voluntary retirement sought for on completion of 20 years qualifying service;(14)"revolving fund" means a fund established by the State Government for the payment of pension and retirement benefits to the officers vide Government Order No. 385/33-1-99-133/98, dated February 18, 1999;(15)"servant of the State Government" means persons appointed to public services and posts in connection with the affairs of the State;(16)"service" means the Uttar Pradesh Zila Panchayat Central transferable cadre service created under Section 44 of the Uttar Pradesh Kshettra Panchayats and Zila Panchayats Act, 1961;(17)"Zila Panchayat Anushravan Kosthak" means Zila Panchayat Anushravan Kosthak of the State Government established under Government Order No. 1969-B/33-2-92-83-G-91, dated March 30, 1992.

### **3. Applicability.**

- These rules shall apply to the officers.

### **4. Pension.**

- The amount of superannuation retiring, invalid compensation and voluntary pension or gratuity shall be the appropriate amount at par with the amount admissible to the servants of State Government, from time to time.

### **5. Death-cum-retirement gratuity.**

(1)An officer may, on retirement be paid gratuity, the amount of which shall be an amount at par with the amount admissible in this respect to the servants of State Government, from time to time.(2)If an officer dies while in service, gratuity, the amount of which shall be an amount at par with the amount admissible in this respect to the servants of State Government, from time to time, shall be paid to the person or persons on whom the right to receive the gratuity is conferred under sub-rules (1) to (8) of Rule 6 and if there is no such person it shall be paid in the manner indicated in sub-rule (9) of Rule 6.(3)If an officer, who has become eligible for or has actually received a pension or gratuity under Rule 4 of these rules dies within a period of 5 years from the date of retirement and the aggregate of any sums admissible to him or actually received by him till the time of death on account of such gratuity or pension together with the gratuity granted under sub-rule (1) and the value of any portion of pension commuted by him is less than the amount granted under sub-rule (1), a gratuity equal to the deficiency shall be granted to the person or persons referred to in sub-rule (2).(4)The amount of gratuity admissible in accordance with sub-rule (1) or sub-rule (2) shall be at par with the amount admissible to the servants of the Government, from time to time.

## 6. Nomination.

(1) An officer shall make a nomination conferring on one or more persons the right to receive any gratuity that may be sanctioned under sub-rule (2) or sub-rule (3) of Rule 5 and gratuity which after becoming admissible to him under sub-rule (1) of the said rule is not paid to him before death : Provided that if at the time of making the nomination, the officer has a family, the nomination shall not be in favour of any person other than one or more of the members of his family. Note. - A nomination or any change, therein will be made by the officer during his service or even after retirement, if he so desires, with the approval of the appointing authority. (2) If an officer nominates more than one person under sub-rule (1) above, he shall specify in the nomination, the amount or share payable to each of the nominees in such manner as to cover the whole amount of the gratuity. (3) An officer may provide in a nomination- (a) that in the event of any specified nominee predeceasing the officer the right conferred upon that nominee shall pass to such other persons as may be specified in the nomination provided that if at the time of making the nomination, the officer has a family consisting of more than one member the person so specified shall not be a person other than a member of his family; (b) that the nomination shall become invalid in event of the happening of a contingency specified therein. (4) The nomination made by an officer, who has no family at the time of making the nomination or a provision made in a nomination under clause (a) of sub-rule (3) by an officer whose family consists at the date of making the nomination of only one member, shall become invalid in the event of the officer subsequently, acquiring a family, or an additional member in the family as the case may be. (5) (a) Every nomination shall be in such one of the Forms "A" to "D" as may be appropriate in the circumstances of the case. (b) An officer may at any time cancel a nomination by sending a notice in writing to the appropriate authority mentioned in sub-rule (7) below, provided that the officer shall, along with such notice, send a fresh nomination made in accordance with these rules. (6) Immediately on the death of a nominee in respect of whom no provision about the passing of his right to another person has been made in the nomination under clause (a) of sub-rule (3) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (3) or sub-rule (4), the officer shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination made in accordance with these rules. (7) Every nomination or any change therein shall be sent by the officer to the appointing authority who will countersign it indicating the date of receipt and keep it under his custody. (8) Every nomination made and every notice of cancellation given by an officer shall, to the extent it is valid, take effect on the date on which it is received by the authority mentioned in sub-rule (7). (9) If an officer having a family dies without making a nomination conferring on one or more of the members of his family the right to receive the amount of death-cum-retirement gratuity, it shall be paid in equal shares to those surviving members of his family, who belong to the categories (a) to (d) mentioned in sub-rule (6) of Rule 2 except widowed daughters, where there are no such surviving members, but there are surviving widowed daughter(s) and/or one or more members of the family of the officer who belong to categories (e) to (i) mentioned in the said sub-rule, the gratuity shall be paid to such person or to all such persons in equal share.

## 7. Family pension.

(1) A family pension may be granted to the family of an officer who dies whether after retirement or while still in service and the amount of such pension shall be at par with the amount admissible in this respect to the servants of State Government. (2) No pension shall be payable under this part-(a) to a person mentioned in clause (b) of sub-rule (3) below unless the pension sanctioning authority is satisfied that such person was dependent on the deceased officer for support; (b) to an unmarried female member of the family in the event of her marriage; (c) to a widowed female member of the family in the event of her remarriage; (d) to a brother of the deceased officer on his attaining the age of 18 years; and (e) to a person who is not a member of the deceased officer's family. (3) Except as may be provided by a nomination under sub-rule (4) below-(a) a pension sanctioned under this part shall be granted-(i) to the eldest surviving widow, if the deceased was a male officer or to the husband, if the deceased was a female officer; (ii) failing (i) above to the eldest surviving son; (iii) failing (i) and (ii) above, to the eldest surviving unmarried daughter; (iv) failing (i) to (iii) above, to the eldest widowed daughter; and (b) in the event of the pension not becoming payable under clause (a) the pension may be granted-(i) to the father; (ii) failing (i) above to the mother; (iii) failing (i) and (ii) above, to the eldest surviving brother below the age of 18; (iv) failing (i) to (iii) above, to the eldest surviving unmarried sister; (v) failing (i) to (iv) above, to the eldest surviving widowed sister; and (vi) failing (i) to (v) above, to the children of a predeceased son in the order it is payable to the children of the deceased officer under (a), (ii), (iv) and (v) above. Note. - The expression "eldest surviving widow" occurring in clause (a) above, should be construed with reference to the seniority according to the date of marriage with the officer and not with reference to the age of surviving widows. (4) An officer shall immediately after his confirmation make a nomination in Form "E" indicating the order in which a pension sanctioned under this part should be payable to the members of his family; and the extent it is valid, the pension will be payable in accordance with such nomination provided the nominee concerned is not ineligible on the date of which the pension may become payable to him or her to receive the pension under the provisions of sub-rule (2). In case the nominee concerned is or has become ineligible to receive the pension under the said sub-rule the pension shall be granted to the person next lower in the order in such nominations. The provisions of sub-rules (5) (b), (7) and (8) of Rule 6 shall apply in respect of nominations under this sub-rule. (5) (a) A pension awarded under this part, shall not be payable to more than one member of the deceased officer's family at the same time. (b) If a pension awarded under this part ceases to be payable before the expiry of the period mentioned in the proviso to sub-rule (1) on account of death or marriage of the recipient or any other cause it will be re-granted to the person next lower in the order mentioned in sub-rule (3) or to the person next lower in the order shown in the nomination under sub-rule (4) as the case may be, who satisfies the other provisions of this part. (6) A pension sanctioned under this part will be tenable in addition to any extraordinary pension gratuity or compensation that may be granted to the members of an officer's family under the existing rules. (7) Future good conduct of the recipient is an implied condition of every grant of pension under this part Zila Panchayats reserve to themselves the right or withholding or withdrawing such pension or any part thereof if the recipient be convicted of serious crime or be guilty of grave misconduct. Decision of the Zila Panchayat in such matters shall be final.

## **8. Commutation.**

- Facilities for commuting pension will be in accordance with the Uttar Pradesh Civil Pension (Commutation) Rules but the maximum amount of pension which may be commuted will be at par with the amount admissible in this respect to servants of State Government, from time to time.

## **9. Recovery of dues.**

- Any amount found legally due to the Zila Panchayat and recoverable from an officer can be recovered from his gratuity or pension with the sanction of the State Government on the recommendation of the Karya Samiti formed under Section 66 of the Adhiniyam.

## **10. Compassionate gratuity.**

- If an officer is dismissed or removed from service of the Zila Panchayat on account of criminal misconduct punished by imprisonment, insolvency or embezzlement, no gratuity or pension shall ordinarily be payable to him or to his family, but the State Government if it so decides can sanction gratuity to the extent of half of the amount admissible under Rule 4 on compassionate grounds.

## **11. Manner of drawal of the amount of monthly contribution.**

(1) For every officer who is entitled to pension and gratuity under these rules the Mukhya Adhikari, shall every month draw contributions from the Zila Nidhi from which the pay of the officer concerned is payable equal to an amount calculated on the basis given in Governor's order No. 1 under Rule 116 in the Financial Hand Book, Volume II, Parts II to IV and will credit the same to the Revolving Fund in the manner given in Schedule to these rules. For this purpose the officers will be considered as servants in class I and class II on the basis of their pay scales, in the same manner as the servants of State Government. (2) Pension and gratuity shall be paid from this Revolving Fund to the officers as per Schedule to these rules.

## **12. Method of sanction of pension and gratuity.**

- After retirement of every officer and in every case within one month from that date, the Mukhya Adhikari shall send his complete service book alongwith connected details in Form 'F' after getting the amount of pension and other details checked by the Accountant and scrutinised by the Assistant Accounts Officer of Zila Panchayat, to the Director, Local Fund Accounts, Uttar Pradesh, Allahabad or the Assistant Director, Local Fund Accounts of the Division for verification and confirmation of pension and gratuity. The Mukhya Adhikari shall also simultaneously send a copy of those papers to the "Zila Panchayat Anushravan Kothak, Lucknow". In anticipation of sanction from the competent authority, permission for provisional payment of the gratuity to the extent of 90% and the pension at the rate as prepared by the Assistant Accounts Officer, Zila Panchayat, shall be sanctioned by the Mukhya Adhikari or any other officer authorised at the time in this behalf which shall be payable for a period of 12 months only. The Director or Assistant Director, Local Fund Accounts shall send

service book alongwith connected details after verification and confirmation of gratuity or pension to the Zila Panchayat concerned and a copy of the same to Zila Panchayat Anushravan Kosthak. Where after the amount of gratuity or pension as verified and confirmed by the Director or the Assistant Director, Local Fund Accounts shall be finally sanctioned by the Mukhya Adhikari or the Officer authorised in this behalf and the pension payment order book in Form 'G' shall be sent by the Accountant to the officer concerned. The pension papers shall be received (on behalf of the Mukhya Adhikari) by the Accountant and thoroughly examined by him in the same manner as claims against the Zila Nidhi are examined by him vide Rule 66 of Uttar Pradesh Zila Parishad and Kshettra Samitis (Budget and General Accounts) Rules, 1965.

### **13. Method of payment of pension and gratuity.**

(1) Pension and other retirement benefits shall be paid by the Mukhya Adhikari in the manner as given in the Schedule to these rules. (2) In respect of all cases for retirement benefits to the officer shall be governed by the Government Orders issued, from time to time, in respect of the servants of State Government.

### **14. Relaxation from rules.**

- Where the State Government is satisfied that the operation of any rule regulating the conditions of pension of officers causes undue hardship in any particular case, it may notwithstanding anything contained in these rules applicable to the case, by order, dispense with or relax the requirements of that rule to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner.

## **Schedule**

[See Rules 11 and 13]

**1. Establishment of Revolving Fund. - The State Government shall establish fund to be known as "Revolving Fund". The fund shall vest in Zila Panchayat Anushravan Kosthak, Uttar Pradesh, Lucknow who shall administer the fund as per these rules and directions issued by the State Government.**

**2. Utilization of Revolving Fund. - (i) The Revolving Fund shall be utilized for the payment of pension and other retirement benefits to the officers who have retired before the commencement of these rules or those who will retire after these rules come into force;**

**(ii) Mukhya Karyakari Adhikari shall be the drawing and disbursing officer of the Revolving Fund.**

**3. Contribution to the Revolving Fund. - (i) A sum of Rupees Twenty crores shall be credited to the Revolving Fund as grants in aid from the consolidated Fund of the State.**

(ii) Total amounts deposited in the pension accounts of officers shall be transferred and deposited in the Revolving Fund immediately ;(iii) The contributions drawn under Rule 11 shall be credited by the Mukhya Adhikari to the Revolving Fund through a bank draft drawn in favour of Mukhya Karyakari Adhikari by the 10th of every month.

**4. Investment of Revolving Fund. - The total amount credited to Revolving Fund shall be invested in Personal Ledger Account of State Government in the name of Revolving Fund and the said account shall be operated through Mukhya Karyakari Adhikari. The State Government shall pay such rate of interest on such deposit as determined by the State Government, which shall not be less than the maximum rate of interest payable on long term deposits by the nationalised banks as per guidelines of Reserve Bank of India.**

**5. The procedure of payment of pension and other retirement benefits. - (i) The Mukhya Adhikari shall send the details of the amount required in advance for three months for each officer for payment of gratuity or pension and other retirement benefits to Mukhya Karyakari Adhikari.**

(ii) Mukhya Karyakari Adhikari shall send the demand draft of the required amount to the Mukhya Adhikari concerned after due scrutiny within ten days of receipt of details of amount under sub-rule (1). (iii) Mukhya Adhikari shall open a separate current account styled as "Zila Panchayat Central Transferable Cadre Pension Fund" in a nationalized Bank. The minimum amount required for opening the said account shall be drawn from the Zila Nidhi. All the demand draft received from Mukhya Karyakari Adhikari shall be deposited in the said account.

**6. Mode of disbursement from the Revolving Fund. - Monthly pension, gratuity, commuted pension and other retirement benefits shall be paid through cheque or by transfer in bank account by the Mukhya Adhikari concerned after receiving the same from the Revolving Fund.**

**7. Regular drawl of pension contribution. - Mukhya Adhikari shall be responsible for regular and timely drawl and deposit of pension contributions of officers as per Rule 11.**



**8. Account of Revolving Fund. - The account of Revolving Fund shall be maintained according to the provisions of Financial Hand Book, as per orders and directions of the State Government.**

**9. Provision of staff/Programmer and contingent expenditures. - For the proper operation of Revolving Fund necessary staff/computer programmer shall be engaged either on the basis of yearly contract or on deputation with the approval of State Government. The salary and allowance of the staff will be paid from the contingency of the Revolving Fund :**

Provided that all the expenditures including contingent expenditures and salary of staff etc. shall be borne out from the contingency of Revolving Fund which shall be kept at minimum and in no case it should exceed 2.5% of the annual interest earned from the invested amount of Revolving Fund : Provided further that the maximum limit of the said contingency shall be 2% in the sixth year after five financial years including the year of implementation of these rules.

**10. Power of State Government to issue direction. - For the operation of 'Revolving Fund' the State Government may issue direction on such matters which are not covered in these rules.**

Form A[See Rule 6 (5) (a)]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 Zila Panchayat in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of nominees	Relationship with officer	Age	Contingencies on the happening of which thenomination shall become invalid	Name, address and relationship of the personor persons if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officeror the nominee dying after the death of the officer but before receiving payment of the gratuity.	Amount of share of gratuity payable to each*
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on .....which stands cancelled.N. B. - The Officer should draw lines across the blank space below the last entry to prevent insertion of any name after he has signed.Dated this..... day of..... 200

at.....Witnesses to signature :

1.

.....

2.

.....Signature of Officer.\*This column should be filled in so as to cover the whole amount of gratuity (the amount/share of gratuity shown in this column should cover the whole amount/share payable to the original nominees).(To be filled in by the appointing authority)

Nomination by..... (Signature of Appointing Authority)

Designation..... Date.....

Office..... Designation.....

Form B[See Rule 6 (5) (a)]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 members of my family, and confer on them the right to receive to the extent specified below any gratuity that may be sanctioned by Zila Panchayat 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 nominees	Relationship with officer	Age	Amount of share of gratuity payable to each	Contingencies on the happening of which thenomination shall become invalid	Name, address and relationship of the person/persons if any to whom the right conferred on nominee shall passin the event of the nominee predeceasing the officer or thenominee dying after the death of the officer but before receivingpayment of the gratuity.	Amount of share of gratuity payable to each*
1	2	3	4	5	6	7

This nomination supersedes the nomination made by me earlier on ..... which stands cancelled.N. B. - The Officer should draw lines across the blank space below the last entry to prevent insertion of any name after he has signed.Dated this..... day of..... 20.....

at.....Witnesses :

1. ....

## 2. ....

Signature of Officer. \*This column should be filled in so as to cover the whole amount of gratuity. The amount/share of gratuity shown in this column should cover the whole amount/share payable to the original nominees.(To be filled in by the appointing authority)Nomination by.....Designation.....Office.....(Signature of Appointing Authority)Dated.....Designation.....Form C[See Rule 6 (5) (a)]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 persons mentioned below, and confer on him the right to receive any gratuity that may be sanctioned by Zila Panchayat in the event of my death while in service and the right to receive on my death, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of nominees	Relationship with officer	Age	Contingencies on the happening of which thenomination shall become invalid	Name, address and relationship of the personor persons if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officeror the nominee dying after the death of the officer but before receiving payment of the gratuity.	Amount of share of gratuity payable to each*
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on ..... which stands cancelled.Dated this..... day of.....20..... at.....Witnesses to signature :

1. ....

2. ....

Signature of Officer. \*This column should be filled in so as to cover the whole amount of gratuity.(To be filled in by the Appointing Authority)

Nomination by.....

(Signature of Appointing Authority)

Designation..... Date.....

Form D[See Rule 6 (5) (a)]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 Zila Panchayat 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 nominees	Relationship with officer	Age	Amount of share of gratuity payable to each	Contingencies on the happening of which thenomination shall become invalid	Name, address and relationship of the person/persons if any to whom the right conferred on nominee shall passin the event of the nominee predeceasing the officer or thenominee dying after the death of the officer but before receivingpayment of the gratuity.	Amount of share of gratuity payable to each*
1	2	3	4	5	6	7

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

1. ....

2. ....

Signature of Officer.\*This column should be filled in so as to cover the whole amount of gratuity. This amount/share of gratuity shown in this column should cover the whole amount/share payable to the original nominees.(To be filled in by the Officiating Authority)

Nomination by.....

(Signature of Appointing Authority)

Designation..... Date.....

Form E[See Rule 7 (4)]Nomination for Family PensionI hereby 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 Zila Panchayat in the event of my death after completion of 10 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 across 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 :

1. ....

2. ....

Signature of Officer.(To be filled in by the appointing authority)Nomination

by.....Designation.....Office.....(Signature

of Appointing Authority)Date.....Designation.....Form F[See Rule

12]Application for pension/family pension/Death-cum-Retirement Gratuity

1. Name of applicant .....

2. Father's name (and also husband's name)  
in the case of womenservant. ....

3. Religion and nationality .....

4. Permanent residential address showing  
village/town, districtand State .....

5. (a) Present or last appointment including  
name ofestablishment .....

(b) Present or last substantive  
appointment .....

6. (a) Date of beginning of service .....

(b) Date of ending of service .....

7. Length of service .....

8. Class of pension or gratuity applied for  
and cause ofapplication .....

9. Average emoluments .....

10. Proposed pension or gratuity .....

11. Proposed death-cum-retirement gratuity .....

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

13. Relationship to the Deceased  
Officer/pensioner .....

14. Date of death of the Officer/Pensioner .....

15. The order in which the applicants name  
appears in thenomination Form 'E' .....

16. Names and ages of surviving kindered of  
the deceased, .....

Name	Date of Birth(by Christian era)
------	------------------------------------

(a) Widow/husbands, sons, unmarried daughters, widowed daughters	}	Including step children and adopted children
---	---	---

(b)	}
-----	---

Father, Mother, Brothers, Unmarried  
sisters, widowed sister

Including step brother  
and step-sisters

17. Name of Zila Panchayat at which payment  
is desired .....

18. \*Descriptive roll of the applicant

(i) Date of birth (by Christian era) .....

(ii) Height .....

(iii) Personal marks, if any, on the hand, face,  
etc. ....

(iv) Signature or left hand thumb and finger  
impressions.

\*If not known exactly it must be stated on best information or estimate.

Small Finger

Ring Finger Middle Finger Index Finger

Thumb

Signature of Head of Office/Department

Signature of applicant.

Note. - (1) The descriptive roll and signature/thumb and finger impression accompanying the application for family pension should be in duplicate and attested by two or more persons of respectability in the town, village or pargana in which the applicant resides.(2)If the applicant belongs to a category mentioned in item 13 he should furnish proof of his dependance on the deceased officer/ pensioner for support.(3)If the applicant is a minor brother of the deceased officer/ pensioner, the statement against item 16 should be supported by a certificate of age (in original) with two attested copies showing the date of birth of the applicant.The original will be returned to the applicant after the necessary verification.History of Service(showing interruption) of.....Date of birth

Establishment Appointment Pay Acting Allowance Date of beginning Date of ending

1	2	3	4	5	6
				YMD	
Period reckoned as service	Period not reckoned as service			Remarks	How verified
7	8			9	10
Total period of service	YMD				

Remarks by the audit officer

11

(A)Remarks by Head of Office/department

**1. As to character and past conduct of the applicant.....**

**2. Explanation of any suspension or degradation.....**

**3. Regarding any gratuity or pension already received by the applicant.....**

**4. Any other remarks.....**

**5. Specific opinion of the Head of Office/Department whether the service claimed is established and should be admitted or not.**

(B)Orders of The Pension Sanctioning AuthorityThe undersigned having satisfied himself that the service rendered by Sri ..... has been thoroughly satisfactory hereby orders that the full pension/gratuity which may be accepted by the Director Local Fund as admissible under the rules. The grant of the pension shall commence from.....OrThe undersigned having satisfied himself that the service rendered by Sri..... has not been thoroughly satisfactory hereby orders that the full pension/gratuity which may be accepted by the Director, Local Fund as admissible under the rules shall be reduced by ..... (here give the specified amount or percentage). The grant of this pension shall commence from.....The following service of the retiring officer has been approved for the grant of special additional pension admissible under the rules.Post(s) held.....Period of service.....The pension/gratuity and death-cum-retirement gratuity, if any, are payable at.....Zila Panchayat.This order is subject to the condition that if the amount of pension as authorized by Director, Local-Fund be afterwards found to be in excess of the amount to which the pensioner is entitled under the rules, he will be called upon to refund such excess. A declaration from the retiring officer accepting this condition has been obtained and is enclosed/A declaration will be obtained and submitted separately.Signature and Designation of thePension-sanctioning authority.(C)Audit EnfacementTotal period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/compensation pension with reasons for disallowance, if any other than disallowance, if any, of service the reasons for which are recorded by the Director, Local Fund on the second page.....Notes - Service for the period commencing from..... and up to date of retirement has not yet been verified this should be done by the pension sanctioning authority where after the final pension payment order will be issued.

**2. Amount of superannuation/retiring/invalid/compensation pension that has been submitted.**

**3. Amount of superannuation/retiring/invalid/compensation pension after reduction as follows :**

Amount of reduction in pension made by the pension sanctioning authority	Rs. .....
Amount of pension equivalent of government contribution to the contributory provident-cum-pension.	
Fund/death-cum-retirement gratuity	Rs. .....
Total reductions	Rs. .....

Amount, of net pension

Rs.

.....

**4. Total period of qualifying service which has been approved for the grant of special additional pension.**

**5. The amount of special additional pension, if any.**

**6. The date from which the superannuation/retiring/invalid/ compensation pension/death-cum-retirement gratuity is admissible.**

**7. Account to which the pension/gratuity and death-cum-retirement gratuity are chargeable.**

Director Local Fund.Fourth Page (Docket)Application for Pensions or GratuityDate of application.....Name of applicant.....Last appointment.....Class of pension or gratuity.....Sanctioning authority.....Amount of pension sanctioned.....Amount of gratuity sanctioned.....Date of commencement.....Date of sanction.....Signature and designationof the Sanctioning authority.Form G[See Rule 12]Amount of monthly family pension Rs. .... (in words)Every separate payment is to be recorded below by the Disbursing Authority :

Months for which payment is due	20	20	20	20	20	20	20	20	20
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	Date of payment	Disbursing authority's initials	Date of payment	Disbursing authority's initials	Date of payment	Disbursing authority's initials	Date of payment	Disbursing authority's initials	Remarks
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March

April

May

June

July

August

Note on pensioners identification Date Initial Date Initial Date Initial Date Initial

September



October

November

December

January

February

Note on pensioners identification    Date Initial    Date Initial    Date Initial    Date Initial  
Form H[See Schedule (6)]

1. Name of applicant
2. Date of birth
3. Date of retirement of the pensioner
4. Full address of applicant
5. Signature or thumb-impression of the applicant
6. \*Attested by  
(i)  
(ii)
7. Witnesses-  
Name, full address and signature  
(i)  
(ii)

\* Attestation should be done by two or more persons of respectability in the town, village or pargana in which the applicant resides. Their designation or profession should also be given within brackets below their names.