

**PENSION FORM TO BE USED IN CASE OF SUPERANNUATION/ RETIREING/
INVALID/ COMPENSATION/ COMPULSORY RETIREMENT**

[To be issued by the Appointing Authority 90 days before superannuation/ retirement of the retiring Government Servant]

Subject: SANCTION OF PENSION ON SUPERANNUATION/ RETIRING/ INVALID/
COMPENSATION AND COMPULSORY RETIREMENT

On attaining the age of superannuation/having applied for retiring/invalid/compensatory pension vide application No. _____ dated _____ OR has been retired compulsorily vide Notification No. _____ dated _____ issued by _____ in favour of Mr./Mrs./Ms. _____ S/o, W/o, D/o _____ Designation _____ drawing pay / emoluments Rs. _____ (reckonable towards pension), in BS-_____ on _____ basis (please indicate nature of appointment i.e. Regular/Officiating or Acting charge/current charge w.e.f. _____) Employee No. _____ CNIC No. _____ presently posted at (office) _____ (Place of posting) _____ has retired/has been permitted to retire / is due to be retired/ has been retired compulsorily from the Government Service (tick whichever is applicable) on _____ date, after availing LPR for _____ days/ Leave encashment in lieu of LPR Rs. _____

PENSION CALCULATION

Gross Pension	Rs. _____
Commutation	Rs. _____
Net Pension	Rs. _____

PENSION CALCULATION

i)	Rs. _____
ii)	Rs. _____
iii)	Rs. _____

Gratuity

(in case where qualifying service is 5 years or more but less than 10 years.) Rs. _____

- (1) His/her date of birth is _____. Date of 1st entry into government service is _____ and EOL availed is _____ days. Total length of qualifying service for pension is _____ years _____ months _____ days.
- (2) Certified that no inquiry is pending against him/her.
- (3) Certified that no recovery is outstanding against him/her.
- (4) Certified that :-
 - i. Advance drawn (if any) stand fully repaid, alongwith interest.
 - ii. An amount of Rs. _____ on account of _____ (HBA, MCA, etc.) principal amount alongwith interest is outstanding which may be recovered from the pension.
- (5) Anticipatory pension upto (_____ %) of full pension is sanctioned as admissible to him/her under section 19(2) of Civil Servant Act, 1973 (in case of anticipatory pension).

- (6) Certified that deficiency/ disciplinary/ criminal case pending against the aforementioned retired government servant has been finalized. Therefore, final pension payment @ (_____ %) (After adjustment of already paid amount of anticipatory pension) and commutation amounting _____%) (subject to a maximum of 35% of gross pension), as determined by concerned Accounts Office, may be paid.
- (7) Undersigned is satisfied that the service of retiring employee has been satisfactory. Administrative and financial sanction for grant of pension/ commutation @ _____ % upto maximum of 35% of gross pension, if so opted by the retiring government servant, to be determined by the Accounts Office, is hereby accorded in favour of Mr./Mrs./Ms. _____ through Bank/Post Office/ Treasury Account No. _____ (mentioned in DCS Form enclosed as admissible under the rules).
- OR
- (7-a) Undersigned is satisfied that the service of Mr./Mrs/Ms. _____ has not been satisfactory and it has been decided that the full pension/ gratuity found to be Audit/Accounts Officer to be admissible under the rules should be reduced by the specific amount or percentage given below :-
- i. Amount or percentage of reduction in Pension _____
 - ii. Amount or percentage of reduction in Gratuity _____
 - iii. Sanction is hereby accorded to the grant of pension/ gratuity as so reduced.
- (8) The payment of pension and / or gratuity may commence w.e.f. _____

Following Documents Attached.

- i. Pension application alongwith three attested photographs, as "Annexure-A"
- ii. Notification of retirement.
- iii. Last Pay Certificate (LPC)
- iv. Pension contribution receipts/ Bank Challan/ acceptance certificate (if required)
- v. Original service book alongwith its attested copy/ service statement (in case of gazetted government servant).
- vi. N.D.C from Estate Office in case of Government Accommodation.

OFFICIAL SEAL

**Signature (By Name) with stamp
Pension Sanctioning Authority**

1. The AGPR/ Accounts Office is requested to grant pension and endorse a copy of computerized pension payment order (C.P.P.O) / Pension Payment Order (P.P.O) to this department/office. The original service book after recording necessary entries regarding issuance of C.P.P.O/P.P.O may also be returned to this department/office.
2. Mr./Mrs./Ms. _____ you are hereby informed that your commutation (if opted) and first monthly pension shall be transferred / credited by the Accounts Office in the Bank / Post Office / Treasury office _____ Branch _____ Account _____ as opted by you.

Important :-

As per requirement every pensioner is bound to provide life certificate to his/her bank on or before 10th March and 10th September of each year (Annex-C)

APPLICATION / CERTIFICATES TO BE GIVEN BY THE PENSIONER FOR PENSION / GRATUITY / COMMUTATION

[to be given by retiring government servant for grant of pension in case of superannuation / retiring / invalid / compensation / compulsory retirement]

The _____

Sir/Madam,

It is submitted that I _____ Father/Husband Name _____ designation / post held _____ BPS-_____ on _____ [please indicate kind of appointment i.e. Regular/ Officiating or Acting Charge/ Current Charge w.e.f. _____] Personnel/Employee No. _____ Cell No. (i) _____ (ii) _____ E-mail _____ Postal Address _____

that I have retired/ have been permitted to retire from the Government Service/ I am due to retire/ has been retired compulsorily on _____. My Pension/ Commutation / Gratuity may be transferred / credited by the Accounts Office in the Bank / Post Office / Treasury Office _____ Branch _____ Account No. _____ DCS form, (where applicable) and list of my family members is enclosed.

UNDERTAKINGS :-

1. I hereby declared that I am not in receipt of any other pension, military or otherwise except PPO No. _____ dated _____ Amount _____ Department _____ retired on _____.
2. **Under Article 351 (B) of CSR** : I do hereby undertake that government may, within one year from the issue of Pension Payment Order, recover any of its dues from the pension granted to me.
3. **Article 351 (2) of CSR** : I hereby declare that I shall not take part in any election or engage myself in political activities of any kind within two years from the date of retirement.
4. **In pursuance of Article 911 (2) of CSR** : I do hereby declare I have neither applied for nor received any pension/commutation/gratuity in respect of any portion of the service included in this application and in respect of which pension/gratuity is claimed herein, nor shall I submit any application hereafter without quoting a reference to this application and to the order which may be passed thereon.
5. **Under Article 920 (1) of CSR** : I hereby undertake to refund if the amount of pension granted to me after wards found to be in excess of that to which I am entitled under the regulation.
6. **Under Article 922 (a) of CSR** : I do hereby declare that I have not received any pension or gratuity in respect of any portion of the service included in this application.
7. I hereby opt for commutation @ _____ (Subject to a maximum of 35%) of my gross pension.

Dated _____

Name & Signature
of retiring Government Servant (Pensioner)

Note : Application to be verified by Pension Sanction Authority/DDO

**PAKISTAN RAILWAYS
HEADQUARTERS OFFICE, LAHORE**

Specimen signatures of Mr./Mrs. _____ S/o/D/o
_____,
_____, Pakistan Railways Headquarters Office, Lahore who will
retired/expired from service with effect from _____

Sr. No.	Specimen Signatures
1.	
2.	
3.	

Left/Right Hand Thumb and Finger Impressions of Mr./Mrs.
_____ S/o/D/o _____,
Designation, _____, Pakistan Railways Headquarters Office, Lahore
who will retired/expired from service with effect from _____

Left Hand:

1 (small finger)	2 (ring finger)	3 (middle finger)	4 (index finger)	5 (thumb)

Right Hand:

5 (thumb)	4 (index finger)	3 (middle finger)	2 (ring finger)	1 (small finger)

ATTESTED

FAMILY DECLARATION

I, the undersigned Mr./Mrs. _____ S/o/D/o _____, Designation, _____, Pakistan Railways Headquarters Office, Lahore hereby solemnly declare that at the time of my retirement viz dated _____. My family consists of the following members :-

S. No.	Name	Relation with the employee	Date of Birth	Married/ Unmarried
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I. WIFE/HUSBAND

1.

2.

II. CHILDREN BY EACH WIFE (TO BE SHOWN SEPARATELY)

1.

2.

3.

4.

5.

III. WIDOW OF PREDECEASED SON

IV. CHILDREN OF PREDECEASED SON

Any other member of the family i.e. Father, Mother, Brother, Sister etc.

=====

Certified that there is no other member of the family except these mentioned above.

SIGNATURE OF EMPLOYEE

(A T T E S T E D)



OPTION

I hereby opt calculate my pension on the basis of Lat Pay Drawn.

Signature :- _____

Name :- _____

Designation :- _____

Department :- _____

ATTESTED



OPTION

I hereby opt calculate my pension on the basis of Lat Pay Drawn.

Signature :- _____

Name :- _____

Designation :- _____

Department :- _____

ATTESTED



PAKISTAN RAILWAYS
Direct Credit of Pension Through Bank Account

پنشن وصولی بذریعہ بینک اکاؤنٹ

اس فارم کو مکمل کر کے اپنے والد یا والدہ کی پنشن پر منظر فرمائیں

PPO No.		پی پی او نمبر
Pakistan Railway Division (From where PPO originally issued)		دفتر جہاں سے پی پی او جاری ہوا
Name of Pensioner		پنشنر کا نام
Father Husband Name		والد یا شوہر کا نام
Family Pensioner Name and relation		ذیلی پنشنر کا نام
Spouse/Father/ Mother Name		شوہر یا بیوی یا والد یا والدہ کا نام
Pensioner CNIC #		پنشنر کا شناختی کارڈ نمبر
Family Pensioner CNIC #		ذیلی پنشنر کا شناختی کارڈ نمبر
Residential Address (Current)		گھر کا پتہ (سرجرڈ)
Residential Address (Permanent)		گھر کا پتہ (مستقل)

I hereby opt to draw pension through direct credit system and have also submitted Indemnity Bond to the bank.

Dated _____ تاریخ

Pensioner's Signature / Thumb Impression

پنشنر کے دستخط یا انگوٹھے کا نشان

Account Verification (To be verified by the Bank)
Account Title (Name)
Account No.
Branch Name / Address
Branch Code
Indemnity Bond submitted by the Pensioner

Signature/Stamp of Bank Manager

For Pakistan Railways use only

INDEMNITY BOND

To,

The Bank Manager,

Lahore

In compliance with the SBP's insurance for payment of gratuity and other dues through your Bank, branch. I agree to indemnify you and keep you indemnified about liabilities with the sum of money what so ever including mark-up of my account. I further undertake that my legal heirs, successors, executor shall be refund excess amount, if any, credited to my pension Account either in full or in installments equal to such excess amount.

Next of Kin:- _____	Signature:- _____
CNIC:- _____	Name of Pensioner. _____
Signature _____	D.O.R:- _____
	PPO:- _____
	Bank Account No:- _____
	CNIC No:- _____
Witness-1 _____	Witness-2 _____
Name:- _____	Name:- _____
CNIC No:- _____	CNIC No:- _____
Date:- _____	Date:- _____
Signature:- _____	Signature:- _____

AFFIDAVIT

I _____ S/O _____, CNIC
No. _____ do hereby solemnly affirm and declare on oath as
under:-

1. That I am _____ P-R HQ Office, Lahore and will retire
from service on attaining the age of superannuation w.e.f _____
That, if any outstanding appears against me even after my retirement/ settlement,
2. I authorized, **C.E.O/Sr General Manager**, P-R HQ Office Lahore and **F.A & C.A.O**,
Pakistan Railways Lahore to deduct it from dues/Pension.
3. That what so ever stated above is correct and true to the best of my knowledge and belief.

Dated:- _____.

Deponent _____

Mr. _____
S/O _____
