

APPENDIX LI
(Regulation 850 and 852)
Questions for checking pension and gratuity rolls.

Every application for pension or gratuity must be accompanied by a certificate by the head clerk that it has been checked with the following questions. If the answers to all questions are in the affirmative, the fact shall be stated in that certificate. If the answer to any question is not in the affirmative the actual facts must be stated clearly and in full.

Questions

i) Have all the particulars required on page 1 of the pension roll been given?

ii) Do the names of the applicant and of his father and particulars about the service and age agree in all documents?

iii) Have the names of the village, police-station and district of residence been correctly noted in space 4, page 1 of pension roll?

iv) Has a note been given in column 9 of the first page of the pension roll showing the rules under which the applicant has elected to take pension?

v) Have the following particulars been noted against items No. 7(a) and 7(b) of page 1 of pension roll, Form No. 25 C.S.R. (Bengal Form No. 2397) and items 4(a) and 4(b) of Form No. 26 C.S. R. (Bengal Form No. 2398):-

7(a) Total period of military service. and

4(a) date of commencement and end of each period of military service. Amount and nature of any pension/gratuity received for the military service.

7(b) Governments under which service has been rendered in order of employment.

and

4(b)

(Accountant-General's Circular letter No. P. R. / 2040, dated 26th October 1937.)

(vi) Has any discrepancy between the pension roll, service book or roll, and the verification sheet of the Accountant-General as to the date of the applicant's promotion or degradation been explained?

(vii) Has an explanation been given why any period of the applicant's suspension was not excluded from his qualifying service, as shown in page 2 of the pension roll?

(viii) Have the details of the applicant's leave, other than privilege or casual, been noted in page 2 of his pension roll?

(ix) Has the nature of the vacancy in which the applicant was appointed to officiate been clearly specified (i.e., whether in a permanent vacancy or in place of an officer on leave without allowance)?

(x) In retirements on medical certificate has an explanation been given why long leave was not granted before discharging the applicant? And has the opinion of the Civil Surgeon been obtained on this point?

(xi) Has the cause of incapacity in cases in which any person under the age of 55 has been invalided, been exactly stated? Medical certificates on the general grounds of old age, or natural decay from advancing years cannot be accepted in such cases.

(xii) Has the leave granted to the applicant during his service been specified in words in his service book or roll? And does the period noted agree with the results obtained by calculation of the dates of the applicant's going on and returning from leave?

(xiii) Has any discrepancy between the pension or gratuity roll, service book, and the medical certificate as to the applicants age been explained?

(xiv) In the case of a Sub-Inspector or an Inspector, has his service been verified by the Accountant-General and have the latter's remarks in the verification sheet been complied with?

(xv) Has the retention of the applicant in the force after had attained the age of 55 received the sanction of the Provincial Government or the Inspector-General or Deputy Inspector-General as the case may be?

(xvi) Have the signatures of the applicant and of the Superintendent been obtained in the proper columns of the service book or roll and do all periods of leave, other than casual, and suspensions agree with the entries made in the service book or roll and the pension roll?

(xvii) Does the date of medical certificate agree with the date of discharge? If not, why not?

(xviii) Have the vernacular papers, if any been translated into English?

(xix) In the case of an applicant dismissed and reinstated on appeal, has the authority for counting his past service been attested?

(xx) Have the following documents been attached to the pension roll : (1) last pay certificate, (2) service book or roll, (3) copies of district orders concerning only officiating appointments and promotions, (4) proceedings relating to punishments, (5) left thumb and finger impressions in B. P. Form No. 161 in duplicate duly attested, (6) specimen signature on two separate slips* duly attested, and (7) a declaration under the Accountant-General's Circular No. 35- T.M./Pen., dated the 21st December 1926, duly signed by the applicant and attested by a gazetted officer?

(xxi) If the applicant's age on appointment exceed 25 years, was the necessary sanction given?

(xxii) Has any delay in the submission of the applicant's pension or gratuity roll been explained?

(xxiii) In the case of applications for retiring pensions has it been ascertained that the applicant's qualifying superior service is not less than 30 years? (If his qualifying service is less than 30 years he cannot retire except on medical certificate.)

(xxiv) Have the applicant's left thumb and finger impressions been taken on the service book or roll and on the 1st page of the pension roll and attested?

(xxv) Have the interruptions in service other than suspensions also been explained?

*Note- Specimen signatures are not necessary if a pensioner, who been on leave preparatory to retirement and had drawn his leave salary from the office of the High Commissioner for India, desires to receive payment of his pension from the Home Treasury.

(xxvi) In the case of applications for retirement of inferior servants and the applicant's age is less than 60 years, has an invalid certificate in the prescribed form been submitted?

(xxvii) Have the details recorded against 1,2,3,4 and 14 of Form No. 25 C.S.R.1 ITEMS I AND ii OF Form No. 26 C.S.R. and items 1,4,8, and 14 of Form No. 22 C.S.R. (Bengal, Form No. 2399) been entered in block capitals?

(xxviii) Have the under mentioned documents been submitted with the declaration prescribed in Article 925(a). Civil Service Regulations, for the grant of an anticipatory pension?

1) A copy of the first page of the form of application for pension filed in with such information as can be obtained without correspondence.

2) Service book or roll.

3) Last Pay Certificate.

4) Duly attested specimen signatures on two separate slips.

5) Duly attested left thumb and finger impressions on two separate slips.

6) A declaration under the Accountant-General's Circular No. 35 T.M.-Pen., dated 21st December 1926, duly signed by the applicant and attested by a gazetted officer.

7) A certificate to the effect that the last three years of the applicant's service have been verified from local records.