

Pension case**DEPARTMENT OF SOIL AND WATER CONSERVATION**

O/o _____

To

The Accountant General, Punjab,
Chandigarh.**Memo No** _____ /**Dated:** _____Subject:- Pension Case of Sh./Smt. _____ Son/Wife of _____ O/o
_____ who is retiring on ____/____/____.

Kindly find enclosed herewith the Pension Case of Sh./Smt. _____ Son/Wife of _____ O/o _____, who is retiring from Punjab Govt service w.e.f ____/____/____ (A.N) after attaining the age of ____ years as per details given below for necessary action and reporting on title to Pension and Pensionary benefits:-

- 1 Form Pen-I duly completed is enclosed in duplicate.
- 2 Form Pen-15 duly filled in is enclosed herewith.
- 3 Form Pen-15 A duly completed is enclosed.
- 4 Undertaking under rule 9.15(i) of Punjab CSR Vol-II is enclosed.
- 5 Two specimen signatures duly attested are enclosed in duplicate.
- 6 Statement showing average emoluments, proposed pension, Gratuity, Proposed Family Pension and Commutation Pension of Sh./Smt. _____ are attached.
- 7 Form Pen-1 (Nomination for DCRG is attached).
- 8 An envelope containing duly attested three passport size photographs of Sh./Smt. _____ and his/her _____/wife is enclosed
- 9 Undertaking for effecting recovery if any to Govt. is attached.
- 10 Undertaking for the refund of excess amount of Pension/DCRG is attached.
- 11 Declaration for the non receipt of Pension/DCRG is attached.
- 12 Slip showing height and personal identification mark of Sh/her _____, is enclosed.
- 13 Nomination for family pension is attached.
- 14 Certificate of No Pending Departmental/Vigilance enquiry is attached.
- 15 Form of Application for Commutation of pension is attached.
- 16 No due certificate is attached.
- 17 Sheet of Service Verification in Service book of the employee is attached.
- 18 Proposed L.P.C of Sh./Smt. _____ is attached.
- 19 Service Book of Sh./Smt. _____ is enclosed.
- 20 Certificate of no pending police/court case against the employee is attached.
- 21 Undertaking given by Sh./Smt. _____ is attached
It is requested that the Pension/DCRG may kindly be sanctioned at the earliest.

**ENCL: Pension Case complete
with full documents and Service
Book.**

Divisional Soil Conservation Officer

From

_____,
_____,
Office of _____,
_____.

To

The Accountant General, Punjab,
Chandigarh.

Subject :- Application for sanction of Pension, Gratuity and Commuted pension.

Sir,

I beg to say that I am due to retire from the service with effect from ____/____/____ after attaining the age of ____ years. My date of birth is ____/____/____. I, therefore, request the steps may kindly be taken with a view to the Pension and gratuity admissible to me being sanction by the date of my retirement I desire to draw my pension from District Treasury Officer, _____Punjab through Bank _____ Saving Account No. _____ IFSC Code _____.

2 I, hereby declare that I have neither applied for not received any pension or gratuity in respect of any portion of the service qualifying for this pension and gratuity is claimed herein nor shall I submit an application thereafter without quoting a reference of this application and the orders which may be passed thereon.

3 I am governed by the Family Pension Scheme 1964 and complete up to date details of my family are as under:-

Sr.No	Name	Age	Relation	Date of Birth	Remarks
1					
2					Married/ Unmarried
3					Married/ Unmarried

4 I enclose herewith
Requisite application forms
Two specimen signatures of mine duly attested
Three passport size photographs (joint with husband) duly attested
Two slips each showing particulars of my height and identification marks
My present address is _____ .
My Address after retirement will be _____ .

Dated

Signature_____
(Name of Pensioner)

O/o _____,

FORM PENSION-1
(Referred to in Rules 9.3, 9.6(1), 9.6(3) and 9.10 (1))
Form For Assessing Pension and Gratuity
(To be Sent in duplicate if payment is desired in a different circle of account)
PART-I

1.	Name of the Government Employee	
2.	Father's Name (and also Husband's Name in the case of a female Government Employee)	
3.	Date of Birth (by Christian era)	
4.	Religion	
5.	Permanent Residential Address showing Village, Town, District and State	
6.	Present or last appointment including name of Establishment	
7.	Substantive Officiating, if any	
8.	Date of beginning of Service	
	Date of ending of Service	
9.	Total period of military Service for which pension or Gratuity was sanctioned	
	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.	
12.	Class of pension applicable	
13.	Date on which action initiated to:- i)Obtain the' No Demand Certificate ' from the Directorate of Estate as provided in rule 9.2	
	ii)Asses the service and emoluments qualifying for pension as provided in rule 9.4 and	
	iii)Asses the Government dues other than the dues relating to the allotment of Govt. Accommodation as provided in rule 9.8	

14.	Details of commissions, imperfections or deficiencies or deficiencies in the service book which have been ignored under rule 9.4(B) (II)				
15.	Total length of qualifying service (for the purpose of adding towards broken periods, a month is reckoned as of thirty days)				
16.	Period of non-qualifying service	From		To	
	i) Interruption in service condoned under rule 4.23				
	(ii) Extraordinary leave not qualifying for pension				
	iii) Priod of suspension not treated as qualifying for pension				
	iv) Any other service not treated as qualifying for pension				
17.	Emoluments reckoned for gratuity	<u>Pay</u>	Grade Pay	<u>DA</u>	<u>Total</u>
18.	Last Pay is to be drawn on the date of retirement i.e. 01-03-2017				
Post held		Date of Retirement		Pay+Grade Pay	Total pay
() Office of _____					
				Total	
		50% of last pay drawn			
Punjab Govt Department of Finance has issued rendered minimum qualifying service of 25 years shall be entitled to full pension equal to 50% of emoluments i.e. last pay drawn or average emoluments, whichever is beneficial to him. The other terms and conditions regarding grant of pension and other retirement benefits shall remain unchanged.					
		Admissible Proposed Pension: Say Rs _____/-			
i)	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 15 has been obtained from the government employee (to be obtained eight months before the date of retirement of government employee)	
20.	(i)Proposed Pension	
	(ii)Proposed Graded Relief	--
21.	Proposed Death-Cum-Retirement Gratuity	Rs. /-
22.	Date From which pension is to commence	
23.	Proposed Amount of Provisional pension If Department or judicial proceeding is instituted against the Government Employee before Retirement.	No Please
24.	Detail of Government Dues Recoverable out of Gratuity i) License fee for the Allotment Government accommodation (see sub-rule (2)(3) and (4) of rules 9.17) ii) Dues referred to in rule 9.18	. -

25

Whether nomination made for:-Death-Cum-Retirement Gratuity

Yes/No

i)

Family Pension 1950 (if applicable)

26

Whether Family Pension 1964 applies to the Government employee and if so:-

Yes/No

i)

Emoluments reckoning for the Family Pension

Pay Band

Grade Pay

Total

____/-

____/-

____/-

27

ii) The amount of the family pension becoming payable to the family of the Government Employee, if death takes place after retirement

____/-

A)

Before attaining the age of 68Years of

--

B)

After attaining the age of 68 Years Rs

--

Sr.No	Name	Age	Relation	Date of Birth	Remarks
1					---
2					Married Unmarried
3					Married/ Unmarried

28	Height	"ft
29	Identification Marks	
30	Place of Payment of Pension (Treasury Sub-Treasury of branch of public sector bank or the Pay and Accounts Office)	District Treasury Officer, Punjab, Saving Account No. _____ IFSC Code _____
31	Head of account to which pension and gratuity are debitable	2071-Pension and other Retirement Benefits

Divisional Soil Conservation Officer

Form Pen-15
(Referred to in rule 9.2)

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

1	Name of the Govt Employee	
2	Date of Birth	
3	Date of retirement	
4	Two specimen signatures of Govt. employee duly attested (to be furnished in a separate sheet)	Enclosed
5	Two copies of passport size (Joint photograph of the Govt. employee and his wife)	Enclosed
6.	Two slips each showing the particulars of height and personal identification & marks.	Enclosed
7.	Present address	
8	Address after retirement	
9.	Name of the Treasury/ Public Sector Bank Branch through Which the Govt. employee wants to draw his pension	District Treasury Officer, _____ Punjab, , Saving Account No. _____ IFSC Code _____.
10.	Details of the family as definid in rule 6.17(c) of the Punjab Civil Services, Rules, Volume-II	Enclosed

Signature _____

(_____)
Designation

O/o _____,

N:1 (Part-II)

FORM PEN-15-A
(See Rule 9.6 (i))

Form of letter to the Accountant General Punjab, forwarding the Pension papers of a Government Employee

No.

Department/Office

Dated the:

To

The Accountant General, Punjab,
Chandigarh.

Subject: -

Pension Papers of Sh/Smt. _____ O/o _____ for
authorization of Pension.

Sir,

I am directed to forward herewith the pension papers of Sh./Smt. _____ O/o _____ of this department for further necessary action.

The details of Government dues which will remain outstanding on the date of retirement of the government employee and which need to be recovered out of the amount death-cum-retirement gratuity are indicated below:-

A)	Balance of the house building or conveyance advance Rs	Rs.	
B)	Over payment of pay and allowances including leave salary Rs	Rs.	
C)	Income tax deductible at source under the Income Tax Act-1961,	Rs.	
D)	Arrears of license fee for occupation of government accommodation	Rs.	
E)	The amount of license fee for the retention of government accommodation for the permissible period of two months beyond the date of retirement.	Rs.	
F)	Any other assessed dues and the nature thereof	Rs.	
G)	Any amount of gratuity to be withheld for adjustment of Un-assessed dues, if any.	Rs.	
	TOTAL		

Your attention is invited to the list of enclosures which is forwarded herewith. The receipt of this letter may be acknowledged and this department/office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.

The death-cum-retirement gratuity will be drawn and disbursed by this department/office on receipt of the authority from you. The outstanding government dues as mentioned in para-2 above will also be recovered out of the death-cum-retirement gratuity making payment.

Yours faithfully,

Divisional Soil Conservation Officer

Undertaking by the retiree under rule 9.15 (I) of Punjab CSR-Volume-II

I, _____, Office of the _____,
hereby declare that I or my heirs will refund the amount of Pension/Adhoc
increase, temporary increase/Adhoc relief or any other kind of increase in excess
of that due to me.

Signature_____

(_____)
Designation

O/o _____,

Specimen signatures of _____, Office of
_____.

1 _____

2 _____

3 _____

Above given specimen signatures of

(_____)

Designation

O/o _____

Calculation sheet of Pension, Gratuity, Family Pension and Commutation Pension of Sh./Smt. _____ Office of _____.
Retiring on ____/____/____.

Date of joining of service as on Adhoc basis	--		
Date of joining of service as on regular basis			
Date of Birth			
Date of Retirement			
Gross Qualifying Service	Year	Month	Days
Total			
Non Qualifying Service			
Net Qualifying Service			
Subject to Maximum	_____years		
or Say			

Calculation of Proposed Pension

Average Emolument				
At the date of retirement	Basic Pay	Grade Pay		Total

Proposed Pension 50% of last pay drawn

Proposed Pension:

Emoluments for DCRG			
Last pay Drawn	Rs.	/-	
Grade Pay	Rs.	/-	
DA 132%	Rs	/-	
Total	Rs.	/-	

DCRG =

(Rupees in Words only)
Admissible Commuted Pension:

Basic Pension ____/- , 30 % of Rs ____/- = **Rs.** ____/-
Amount of admissible Commutation:

<u>Family Pension</u>	
Basic Pay	Rs /-
Grade Pay	Rs. /-
Total	Rs. /-

Family Pension = **Rs** ____/-

Divisional Soil Conservation Officer
O/o _____

FORM 'A'

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY
(When the Employee has a family and wishes to nominate a member thereof)

I, hereby nominate the person mentioned below who is a member of my family and confer on him/her right to receive any gratuity that may be sanctioned by the Government in the event of my death.

Name & Address	Relationship with Officer	Age	Contingencies in the happening of which the nomination shall become invalid.	Name and address of and relationship of the person, if any to whom the right conferred on the nominee predeceasing the Officer

Place
Dated
Witness

1. _____

2. _____

Signature _____

(_____)
Designation

O/o _____,

DECLARATION FOR RECOVERY OF GOVERNMENT DUES.

I hereby authorize Punjab Govt. to recover any Govt. dues such as Excess on account of pay allowances, Leave salary or admitted any obvious dues such as House Rent, Postal Life Insurance Premium, Outstanding Motor Car/House Building/Traveling allowance or other advance or any other amount or any description found recoverable from me at any stage from my Pension/D.C.R.G.

Signature_____

(_____)
Designation

O/o _____,

Declaration of refund or excess amount of pension amount/ D.C.R.G being paid to Sh./Smt._____ Office of _____.

I, hereby declare that in case of the amount of Pension/D.C.R.G. sanctioned/ paid to me is subsequently found to be in excess of the amount to which I am entitled under the rules. I undertake to refund the excess amount paid to me, if any.

Signature_____

(_____)
Designation

O/o _____,

DECLARATION FOR THE NON RECEIPT OF PENSION /D.C.R.G.

I hereby declare that I have neither applied for nor receipt any Pension or Gratuity in respect of any portion of the service included in the application and in respect of which Pension or Gratuity is claimed herein no shall I submit my application here-in-after without quoting reference to this application and the orders which may be passed thereon.

Signature_____

(_____)
Designation

O/o _____,

DESCRIPTIVE ROLL

Descriptive Roll of **Sh/Smt.** _____

Designation : _____,

1. **Date of Birth** _____/_____/_____
(By Christian era)

2. Weight: _____ Kg.

3. Personal Marks, If any _____

4 . Specimen Signature of Sh./Smt. _____

.....

.....

.....

Divisional Soil Conservation Officer

FORM 'E'

I hereby nominate the person mentioned below who is a member of my family to receive in the order shown below the family after completion 5 years of service.

Name & Address of the nominee	Relation ship with Officer	Age	Whether Married or Unmarried
-------------------------------	----------------------------	-----	------------------------------

The officer should draw lines across blank space below the last entry to present the impression of any name after he has signed.

Dated:

Signature_____

(_____)
Designation

O/o _____.

Witnesses Signatures:

1. _____

2. _____

**CERTIFICATE REGARDING DEPARTMENTAL/VIGILANCE
INQUIRY**

Certified that No Departmental/Vigilance Inquiry is pending
against Sh./Smt. _____, Office of _____

Divisional Soil Conservation Officer

FORM OF APPLICATION FOR COMMUTATION OF PENSION WITHOUT MEDICAL EXAMINATION (UNDER PB.GOV.T.FINANCE DEPTT.LETTER NO: 4-001-6FS/4092 DATED 09-10-1978.

To

The Accountant General, Pb.
Chandigarh.

Subject: Commutation of Pension without medical examination.

Sir,

I furnish below the following particulars and request that I may be permitted to commute a part of my pension as indicated below:-

- 1 . Name in Block Letters:
- 2. Father's Name:
- 3. Date of Birth:
- 4. Date of Superannuation:
- 5. Designation of the post held:
at the time of superannuation
- 6. Fraction of Superannuation or Pension granted if any: **Rs.** ____/-
- 7. Amount of Pension sanctioned and whether it is provisional or final. **Rs.** ____/-(**Final**)
- 8. Class of pension as defined in chapter V of the Pb. CSR Volume-11: Superannuation Pension
- 9. Name of the Department, in which employed: Soil and Water Conservation Department, Punjab.
- 10. Name of the treasury/Bank through which the commuted value is desired to be paid if payment is not desired through the account officer who authorized the pension District Treasury Officer, _____ Bank _____ , Account No. _____ , IFSC Code _____.
- 11. Designation of the account officer/Office of A.G. Pb and date of P.P.O if issued: --
- 12. Amount in whole rupees or percentage of pension proposed to be commuted.
Admissible Pension= ____/- , 30 % of Rs ____/- = Rs. ____/-
Amount of admissible Commutation:
- 13. Particulars of any application for commutation of pension made previously.
- 14. Whether he appeared before any medical authority or not.

Signature_____

(_____) **Designation**

O/o _____

Part-11

Forwarded to the Accountant General Pb. Chandigarh for authorizing the payment of commuted value.

Place: Divisional Soil Conservation Officer
Dated:

NO DUE CERTIFICATE

Certified that nothing is against Sh./Smt. _____,
Office of _____, who is retiring superannuation on dated
____/____/____.

Divisional Soil Conservation Officer

**CERTIFICATE REGARDING NO PENDING POLICE /COURT
CASE.**

Certified that no Police/court case is pending against
Sh./Smt. _____, Office of _____

Divisional Soil Conservation Officer

Service Verification Sheet of **Sh./Smt.**_____ **O/o**
_____.

Sr. No.	Time	Page No

Divisional Soil Conservation Officer