

## Additional Forms

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## Form 1

### **Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme**

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I, ..... hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules
- ii. amount that may stand to my credit in the General Provident Fund
- iii. any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relationship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant  
Telephone No.

**Note 1 :** Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

**Note 2 :** The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated ....., under the following Rules :—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page .....Volume.....of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

**FORM I**  
**FORM OF APPLICATION FOR COMMUTATION OF A**  
**PERCENTAGE OF PENSION WITHOUT MEDICAL EXAMINATION**  
(To be submitted in duplicate after retirement but within one year  
of the date of retirement)  
**PART I**

To

The.....  
.....  
.....

(Here indicate the designation and full address of the Head of Office

**Subject:- Commutation of pension without medical examination.**

Sir,

I desire to commute a percentage of my pension as indicated below in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below -

1. Name (in Block Letters) ... ... ...
2. Father's name (also husband's name in the case of a female Government servant) ... ... ...
3. Designation at the time of retirement ... ... ...
4. Name of Office/Department/Ministry in which employed ... ... ...
5. Date of birth (by Christian era) ... ... ...
6. Date of retirement ... ... ...
7. Class of pension on which retired ... ... ...
8. Amount of pension authorized. [In case final amount of pension has not been authorized, indicate the amount of provisional pension sanction under Rule 64 of the Central Civil Services (Pension) Rules, 1972] ... ... ...
9. \* Percentage of pension proposed to be commuted ... ... ...
10. Designation of the Accounts Officer who authorized the pension and the No. and date of the Pension Payment Order, if issued ... ... ...
11. <sup>1</sup>Disbursing authority for payment of pension -
  - (a) Treasury/Sub-Treasury (Name and complete address of the Treasury/Sub-Treasury to be indicated) ... ... ...
  - (b) (i) Branch of the Nationalized Bank with complete postal address ... ... ...  
(ii) Bank Account No. to which monthly pension is being credited each month ... ... ...
  - (c) Accounts Office of the Ministry/Department/Office ... ... ...

Place : Signature  
Date : Postal Address  
\* The applicant should indicate the percentage of the amount of the monthly pension subject to maximum of 40% thereof which he desires and not the amount in Rupees.  
1 Score out which is not applicable.

## PART II

### ACKNOWLEDGEMENT

Received from Shri.....(name).....(former designation) application in Part I of Form 1 for the commutation of a percentage of pension without medical examination.

Place : Signature  
Date : Head of Office

NOTE. - This acknowledgement is to be signed, stamped and dated and is to be detached from the Form and handed over to the applicant. If the form has been received by the post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover.

## PART III

Forwarded to the Accounts Officer.....(here indicate the address and designation) with the remarks that -

- (i) the particulars furnished by the applicant in Part I have been verified and are correct ;
  - (ii) the applicant is eligible to get a percentage of his pension commuted without medical examination ;
  - (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.....
  - (iv) the amount of residuary pension after commutation will be Rs.....
2. It is requested that further action to authorize the payment of the amount of commuted value of pension may be taken as in Rule 15 of the Central Civil Services (Commutation of Pension) Rules, 1981.
3. The receipt of Part I of the Form has been acknowledged in Part II which has been forwarded separately to the applicant on.....
4. The commuted value of pension is debitible to Head of Account ----.

Place : Signature  
Date : Head of Office

## **PRO FORMA**

Form of application to be submitted by Pensioners for endorsement of particulars of spouse from post-retiral marriage and children born after retirement in the PPO.

(To be filled in triplicate and submitted to Head of Office, who processed pension papers initially.)

Sir,

I am to state that I have married/remarried on..... I give below the requisite particulars, of my spouse for necessary endorsement on my PPO.

I also enclose 3 copies of passport size joint photograph with my spouse duly attested for necessary action.

1. Name of the Pensioner (as recorded in PPO)
2. Full present Address
3. Date of Retirement
4. (i) PPO No. & Date  
(ii) Name of PPO Issuing Authority
5. Name of the Pension Disbursing Authority
  - (i) Station
  - (ii) Treasury/DPDO/PAO/PSB, as the case may be
  - (iii) Bank Branch with full Address and SB/CA/A/c. No.
6. (a) Details of family (as recorded in PPO)

S.No	Name(s) and Address of members of family	Relationship with the Pensioners	Martial Status in case of daughter	Whether the child/ Children physically handicapped

- 
- (b) If the application is for inclusion of post retiral spouse, the date of death/divorce of the previous spouse (Attested copies of death certificate/ divorce decree to be enclosed)

7. Particular of spouse from post-retiral marriage —

- (i) Name
- (ii) Date of marriage with the pensioner.  
(Please attach attested copy of marriage certificate)
- (iii) Joint Photograph of the pensioner and the spouse referred to at Item (a) above duly attested.
- 
- 

8. Particulars of Children born after retirement

S. No	Name(s) and address of post marital family	Relationship with the pensioner	Date of Birth	Whether the Child (ren) is/ are physically handicapped

9. Verification

I certify that the particulars furnished above are correct. Attested by :

Signature of Pensioner  
(with name in Block letters with address)

1. Signature    Place

Name

Address    Date

2. Signature

Name

Address

## **INDEMNITY BOND**

[In the case of missing employee]

**KNOW ALL MEN** by these presents that we

(a).....(b)....., the wife/son  
/brother/nominee, etc., of (c) .....who was holding the post of  
.....in the Ministry/Department /Office of  
.....is reported to have been  
missing since .....(hereinafter referred to as 'missing Government servant')  
resident of .....

(hereinafter called "the Obligor") and (d) .....  
son/wife/daughter of Shri .....resident of  
.....and .....son/wife/daughter of  
.....resident of .....the sureties for and on  
behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the  
President of India (hereinafter called "the Government") in the sum of Rs..... (*Rupees*.....)  
..... equivalent of the amount on account of payment of salary,  
leave encashment, GPF, Retirement/Death Gratuity and each and every sum being the  
monthly family pension well and truly to be paid to the Government, on demand and  
without a demur together with simple interest @..... % p.a. from the date of payment  
there of until repayment for which payment we bind ourselves and our respective heirs,  
executors, administrators, successors and assigns by these presents.

Signed this .....day of .....two thousand and .....

**WHEREAS** (c) ..... was at the time of his disappearance in the  
employment of the Government receiving a pay at the rate of Rs. .... (*Rupees*.....  
.....) only per month from the Government.

**AND WHEREAS** the said (c) ..... disappeared on the  
.....day of .....20 ....and there was due to him at the time of his  
disappearance the sum equivalent of (i) salary due (ii) leave encashment, (iii ) GPF and  
(iv) Retirement/Death Gratuity.

**AND WHEREAS** the Obligor is entitled to family pension at Rs. .... (*Rupees*.....  
.....only) *plus* admissible dearness relief thereon.

**AND WHEREAS** the Obligor has represented that he/she is entitled to the aforesaid sum  
and approached the Government for making payment thereof to avoid undue delay and  
hardship.

**AND WHEREAS** the Government has agreed to make payment of the said sum of  
Rs..... (*Rupees*.....) and monthly family pension  
@ Rs. .... (*Rupees*.....) only and relief thereon to the  
Obligor upon the Obligor and the Sureties entering into a Bond in the above-mentioned  
sum to indemnify the Government against all claims to the amount so due to the aforesaid  
missing Government servant.

**AND WHEREAS** the Obligor and at his/her request the Surety/Sureties have agreed to  
execute the Bond in the terms and manner hereinafter contained.

**NOW THE CONDITION OF THIS BOND** is such that, if after payment has  
been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a  
claim being made, by any other person or the missing employee on appearance, against the  
Government with respect to the aforesaid sum of Rs. .... (*Rupees*.....)

.....) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs.....(Rupees.....) and each and every sum paid by Government as monthly pension and relief together with simple interest @ .....% per annum and shall, other wise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above-written Bond or obligation shall be void and of no effect but other wise it shall remain in full force, effect and virtue.

**AND THESE PRESENTS ALSO WITNESS** that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

**IN WITNESS WHEREOF** the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1. .....
2. .....

Signed by the above named 'Surety'/ 'Sureties'

1. .....
2. .....

Accepted for and on behalf of the President of India by .....

.....  
[Name and designation of the Officer directed or authorized, in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the President ] in the presence of  
.....  
.....

*(Name and designation of witness)*

- NOTE I.**—(a) Full name of the claimant referred to as the 'Obligor'.  
(b) State relationship of the 'Obligor' to the 'missing Government servant'.  
(c) Name of the 'missing Government servant'.  
(d) Full name or names of the Sureties with name or names of the father  
(s)/husband(s) and place of residence.

**NOTE II.**—The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

**NOTE III.**—The rate of simple interest will be as prescribed by the Government from time to time. It is 6% p.a. on the date of issue of the O.M.

## **INDEMNITY BOND**

[In the case of missing pensioner]

**KNOW ALL MEN** by these presents that we (a).....  
.....(b)..... the widow/son/brother/nominee, etc.,  
of (c)..... who had retired from the post of  
..... in the Ministry /Department/Office of  
..... and who was in receipt of pension from  
..... is reported to have been missing since  
.....(hereinafter referred to as 'missing pensioner') resident of  
..... (hereinafter called "the Obligor") and  
(d) ..... son/wife /daughter of Shri. ....  
resident of..... and  
..... son/wife/daughter of Shri. .... resident of.....  
and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound  
to the President of India (hereinafter called "the Government") in each and every  
sum being the arrears of pension and monthly family pension and relief thereon well  
and truly to be paid to the Government, on demand and without a demur together  
with simple interest at the rate of .....% per annum from the date of payment  
until repayment for which payment we bind ourselves and our respective heirs,  
executors, administrators, legal representatives, successors and assigns by these  
presents'.

Signed this .....day of .....two thousand and .....

**WHEREAS** (c) ..... was at the time of his disappearance  
a Central Government pensioner receiving a pension at the rate of  
Rs. .... (Rupees ..... ) only per month and relief thereon  
from the Government.

**AND WHEREAS** the said (c) ..... disappeared  
on the ..... day of ..... 20..... and there was due to him at the time  
of his disappearance the sum equivalent of arrears of pension due.

**AND WHEREAS** the Obligor is entitled to family pension at Rs.....  
(Rupees..... only) *plus* admissible dearness relief thereon.

**AND WHEREAS** the obligor has represented that he/she is entitled to the  
aforesaid sum and approached the Government for making payment thereof to avoid  
undue delay and hardship.

**AND WHEREAS** the Government has agreed to make payment of the said  
sum of Rs .....(Rupees ..... ) and monthly family  
pension at Rs. .... (Rupees ..... ) *plus* relief thereon to  
the obligor upon the Obligor and the Sureties entering into a Bond in the above-  
mentioned sum to indemnify the Government against all claims to the amount so  
due to the aforesaid missing Government pensioner.

**AND WHEREAS** the Obligor and at his/her request the Surety/Sureties have  
agreed to execute the Bond in the terms and manner hereinafter contained.

**NOW THE CONDITION OF THIS BOND** is such that, if after payment has  
been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event  
of a claim being made, by any other person or the missing pensioner on appearance,  
against the Government with respect to the aforesaid sum of Rs..... (Rupees  
.....) and the sums paid by the Government as monthly  
pension and relief as aforesaid then refund to the Government the said sum of

Rs. .... (*Rupees .....*) and each and every sum paid by Government as monthly family pension and relief together with simple interest @ .....% per annum and shall, other wise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, **THEN** the above-written Bond or obligation shall be void and of no effect but other wise it shall remain in full force, effect and virtue.

**AND THESE PRESENTS ALSO WITNESS** that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations pr conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

**IN WITNESS WHEREOF** the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1. .....

2. .....

Signed by the above named 'Surety'/ 'Sureties'

1. .....

2. .....

Accepted for and on behalf of the President of India by .....

[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President ]  
in the presence of .....

*(Name and designation of witness)*

- NOTE I.** — (a) Full name of the claimant referred to as the 'Obligor'.  
(b) State relationship of the 'Obligor' to the 'missing pensioner'.  
(c) Name of the 'missing pensioner'.  
(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

**NOTE II.** — The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or force.

**NOTE III.** —The rate of simple interest will be as prescribed by the Government from time to time. It is 6% p.a. on the date of issue of the O. M.

## INDEMNITY BOND

[In the case of a missing family pensioner]

**KNOW ALL MEN** by these presents that we (a)..... resident of ..... and the son/daughter/mother/father/disabled sibling etc. (hereinafter called "the Obligor") of (b)..... who was in receipt of / eligible for family pension before reported to have been missing since..... on account of being the widow/widower/son/daughter/disabled sibling etc. (hereinafter referred to as 'missing family pensioner') of (c)..... who was holding/had retired from the post of..... in the Ministry /Department/Office of..... and who died on ----- and (d) ..... son/wife /daughter of Shri. .... resident of..... and..... son/wife/daughter of Shri. .... resident of..... the Sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest at the rate of .....% per annum from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents'.

Signed this ..... day of ..... two thousand and .....

**WHEREAS** (b) ..... was at the time of his disappearance a Central Government family pensioner receiving/eligible for receiving a family pension at the rate of Rs. ----- (Rupees ..... ) only per month and relief thereon from the Government.

**AND WHEREAS** the said (b)..... disappeared on the ..... day of ..... 20..... and there was due to him/her at the time of his/her disappearance the sum equivalent of arrears of family pension due.

**AND WHEREAS** the Obligor is entitled to family pension at Rs..... (Rupees ..... only) *plus* admissible dearness relief thereon.

**AND WHEREAS** the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

**AND WHEREAS** the Government has agreed to make payment of the said sum of Rs .....(Rupees ..... ) and monthly family pension at Rs. .... (Rupees ..... ) *plus* relief thereon to the obligor upon the Obligor and the Sureties entering into a Bond in the abovementioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government family pensioner.

**AND WHEREAS** the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

**NOW THE CONDITION OF THIS BOND** is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing family pensioner on appearance, against the Government with respect to the aforesaid sum of Rs..... (Rupees.....) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs. ..... (Rupees ..... ) and each and every sum paid by Government as monthly family pension and relief together with simple interest @ .....% per annum and shall, other wise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, **THEN** the above written Bond or obligation shall be void and of no effect but other wise it shall remain in full force, effect and virtue.

**AND THESE PRESENTS ALSO WITNESS** that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of

them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

**IN WITNESS WHEREOF** the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1. ....
2. ....

Signed by the above named 'Surety' / 'Sureties'

1. ....
2. ....

Accepted for and on behalf of the President of India by

.....  
.....  
.....

[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President ]

in the presence of .....

.....  
.....

*(Name and designation of witness)*

**NOTE I.** - (a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the 'Obligor' to the 'missing family pensioner'.

(c) Name of the deceased employee/pensioner.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

**NOTE II.** - The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or force.

**NOTE III.** -The rate of simple interest will be as prescribed by the Government from time to time. It is 6% p.a. on the date of issue of the O. M.

# INDEMNITY BOND

**KNOW ALL MEN** by these presents that we (a) ..... (b) ..... the window/son/brother, etc., of (c) ..... deceased, resident of ..... (hereinafter called "the Obligor") and (d) ..... son/wife/daughter of ..... resident of ..... and ..... son/wife/daughter of ..... resident of ..... the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") on the sum of Rs. ..... (Rupees ..... only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this ..... day of ..... two thousand and .....

**WHEREAS** (c) ..... was at the time of his death in the employment of the Government /receiving a pension at the rate of Rs.....(Rupees ..... only) per month from the Government.

**AND WHEREAS** the said (c) ..... died on the ..... day of ..... 20 ..... and there was due to him at the time of his death the sum of Rs .....(Rupees ..... only) for and towards share of his minor son/daughter in the death/retirement gratuity.

**AND WHEREAS** the Obligor claims to be entitled to the said sum as *de facto* guardian of the minor son/daughter of the said (c) ..... but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s).

**AND WHEREAS** the Obligor has satisfied the (e) ..... that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs. .....

**AND WHEREAS** the Government has no objection to the payment of the said sum to the Obligor but under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) ..... before the said sum can be paid to the Obligor.

**AND WHEREAS** the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

**NOW THE CONDITION OF THIS BOND** is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person against the Government with respect to the aforesaid sum of Rs. ..... refund to the Government the said sum of Rs. .....and shall otherwise indemnify and keep the Government harmless and all costs incurred in consequence of the claim thereto THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

**AND THESE PRESENTS ALSO WITNESS** that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the

knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

**IN WITNESS WHEREOF** the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1. .....
2. .....

Signed by the above named 'Surety'/ 'Sureties'

1. .....
2. .....

Accepted for and on behalf of the President of India by .....

[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President ]

in the presence of .....

*(Name and designation of witness)*

- NOTE I.**— (a) Full name of the claimant referred to as the 'Obligor'.  
(b) State relationship of the Obligor to the deceased.  
(c) Name of the deceased Government Officer.  
(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.  
(e) Designation of the officer responsible for payment.

**NOTE II.**— The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

**ANNEXURE-XXVI**  
*(See para 25.1 page 22)*

**CERTIFICATE OF RE-MARRIAGE / MARRIAGE**

I hereby declare that I have not got re-married and I undertake to report such any event promptly to the Pension Disbursing Authority / Bank.

(Applicable only for widow recipient of family pension and to be furnished only once)

or

I hereby declare that I am not married/ I have not got married during the past six months.

(To be submitted by widowers and unmarried daughters once every six months in May and November)

Signature\_\_\_\_\_

Name of the pensioner\_\_\_\_\_

Place: P.P.O. No.\_\_\_\_\_

Date: \_\_\_\_\_

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible

Officer or a well-known person

Place: Name\_\_\_\_\_

Date: Designation\_\_\_\_\_

**ANNEXURE-XVIII**

(See para 15.3 & 15.4 page 11 & 12)

**NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE**

(To be given by pensioner once a year in November)

(A) Existed – Deleted\*

(A) I declare that I have been employed / re-employed in the Offices which is a part of / financed by \_\_\_\_\_ and was in receipt of the following monthly rates of emoluments during the year ended November, 20..... or during the month of within the said year:

(a) Pay \_\_\_\_\_

(b) Special Pay \_\_\_\_\_

(c) Other Allowances / Fees / Honorarium \_\_\_\_\_

(it includes D.A., A.D.A., these to be shown clearly)

Further, that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the re-employment period.

I declare that I have not accepted any commercial employment in India.

Or

I declare that I have accepted commercial employment in India, after obtaining previous sanction of the Central Government and none of the conditions, if any, attached thereto by Government has been violated.

Or

I declare that I have accepted Commercial Employment in India without obtaining the sanction of Central Govt.

NOTE – This declaration is required to be given for a period of two years from the date of retirement.

(B) I declare that I have not accepted any employment under a Govt. outside India /an International Organisation of which Govt. of India is not a member.

Or

I declare that I have accepted employment under a Govt. outside India/an International Organisation of which Govt. of India is not a member after obtaining the previous sanction of the Central Government and none of the conditions attached thereto by the Govt. has been deviated from.

Or

I declare that I have accepted employment under a Govt. outside India/an International Organisation of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt. of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt.

Signature

Place: \_\_\_\_\_ Name of the Pensioner\_\_\_\_\_

Date: \_\_\_\_\_ P.P.O. No. \_\_\_\_\_

Certificates at (B) and (C) are to be furnished only by retired Group 'A' Officers in May and November each year.

\*CS No. 2 – Authority. CGA's UO No – 1(7)(1)2000/TA/377 dated 19-8-2002.

**ANNEXURE-XI**  
*(See para 12.3 page 6)*

**SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER**

Date \_\_\_\_\_

To

The Branch Manager

\_\_\_\_\_ (Bank)

\_\_\_\_\_ (Branch & address)

Dear Sir,

Payment of pension under P.P.O. No. \_\_\_\_\_ through your office.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/ deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address:

**Witnesses:**

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date:

## CERTIFICATES TO BE SUBMITTED BY PENSIONER

**STATE BANK OF INDIA**

**ANNEXURE – A**

**Branch Name:** .....  
**SB A/C No.:** .....

**Branch Code:** .....  
**Category:** Def/Central/Rail/Telecom/State

### I. Life Certificate

**Certified** that I have seen the Pensioner .....  
..... holder of Pension Payment Order No. ..... and A/c No. ..... and  
that he is alive on this date.

**Signature of Pensioner**

**Signature with SS No.:** .....  
**Date:** .....  
**Name:** .....  
**Designation:** .....  
**Seal:** .....

Name:

Place:

Date:

### **ADDITIONAL INFORMATION**

I submit herewith additional details as under:

1. Income Tax Permanent Account Number (PAN) : \_\_\_\_\_
2. Mobile No. : \_\_\_\_\_
3. Date of birth of the Pensioner/Spouse: \_\_\_\_\_  
(Proof of Date of Birth attached)
4. Aadhar No.: .....
5. e-Mail Address:-----

**Signature of the Pensioner**  
**Name of the Pensioner:** .....  
**Aadhar No.:** .....  
**Savings Bank Account No.** .....

### II. Non Employment Certificate

\*I declare that I have not received any remuneration for serving in any capacity in the establishment of the Central Government or a State Government or a Government undertaking or from a Local Fund during the period November to April 20....., May to October 20.....

\*I declare that I have been employed/re-employed in the office of .....  
and was in receipt of the following emoluments during the period (to be specified).

\*I declare that I have not accepted any employment under any Government outside India or Commercial Employment after obtaining/without obtaining sanctioning of the Director/CSIR (to be furnished by Class I Officer only).

\* Strike out whichever is not applicable

Place: .....  
Date: .....

**Signature of Pensioner**

### III. Certificate of Re-marriage/Non-marriage

I hereby declare that I am not married/I have not been re-married during the past six months and shall inform the Bank as soon as I marry/re-marry.

Place: .....  
Date: .....

**Signature of Pensioner**

I certify to the best of my knowledge and belief that the above declaration is correct.

Place: .....  
Date: .....

(Signature of the responsible officer  
or a well-known person)

Name: .....  
Designation: .....

Annexure-B

**Acknowledgement of Life Certificate**

We acknowledge receipt of Life Certificate of Shri/ Smt/ Kumari-----(Pensioner) Account No----- PPO no---  
----- submitted by him/her/his/ her representative on-----(Date)

For State Bank of India

-----Branch

**Government of India**  
**Bhabha Atomic Research Centre**  
**Pensioner's Grievance Form**

1.	Name of the Pensioner / Family Pensioner				
2.	Designation / C C No. / Emp No. at the time of retirement				
3.	Unit/ Division / Section / Place of posting				
4.	Event (Superannuation / Vol. Retirement / Death)			Date of event :	
5.	PPO No.				
6.	Contact Details	Email ID			
		Mobile			
		Landline			
7.	Address for correspondence				
8.	Whether drawing any other pension (If yes, indicate the amount of existing pension drawn)	DAE Unit Pension		Rs:	
		Other Department Pension		Rs:	
9.	Category of grievance (please tick the category)	Pay	Pension	Family Pension	Change in Personal Data
10.	Description of the grievance				
11.	List of copies attached in support of your grievance (if any)				



Government of India  
Bhabha Atomic Research Centre  
Personnel Division  
Pension (Admin) Section

Smt. Saradashri,  
Dy. Establishment Officer  
Ph: 022-25595827  
Email:deopension@barc.gov.in

3<sup>rd</sup> Floor, Central Complex  
Trombay, Mumbai – 95

Ref: BARC/Pension Adalat/2020 (1133)

December 15, 2020

### NOTICE

With reference to Pension and Pensioners' Welfare D.O letter no. 1/39/2020-P&PW(E) dtd. 21/10/2020 & DAE O.M. dtd.04.12.2020 and notice of even No. 123753 dated 11/12/2020, Pension Adalat is scheduled to be conducted on 28<sup>th</sup> December 2020 through virtual mode.

2. Pensioners/Family Pensioners having grievances of (1) Non-receipt of Pension /Family Pension (2) Less payment of Pension/Family Pension (3) Revision of Pension /Family Pension, (4) Non-receipt of Relief & other Pensionary benefits and (5) Non-transfer of Pension by the PDA etc, may submit their application in the enclosed format for disposal of grievances in the Pension Adalat. It is, therefore, requested to furnish grievances on or before 22.12.2020 along with all supporting documents.
3. All aggrieved Pensioners, Family Pensioners and representatives of recognized Pensioners' Associations are requested to represent their grievances on or before 22.12.2020.
4. Pensioners/Family Pensioners may submit their applications/grievances along with supporting documents (Original PPO, Corrg. PPOs etc.) prior to the stipulated date through e-mail ID [deopension@barc.gov.in](mailto:deopension@barc.gov.in). For any assistance, Pensioners/Family Pensioners may contact Pension Section on Telephone No. 022-25595827 (15.00 hrs – 17.00hrs) up to 22.12.2020.
5. The Pensioners/Family Pensioners can join the meeting through VC by following link <http://webvc.nic.in/flex.html?roomdirect.html&key=Q6GHzOF51V> OR Copy the link and paste it into the URL field of Internet Explorer (Recommended) with meeting ACCESS CODE: 20866 on 28.12.2020(Monday) from 10.00hrs to 13.00hrs.

**Note:** Cases involving legal matters e.g. succession etc. and two increments, special pay will not be taken up in above Pension Adalat.

(Smt. Saradashri)  
Dy. Establishment Officer(Pension Admin)  
15/12/2020

**Distribution:** All Pensioner/Family Pensioners (Through: BARC website/BTS)

- Cc: 1. Atomic Energy Retirees Welfare Association  
2. Administrative Heads of all Mumbai based Units  
3. Nodal Office, DAE  
4. IFA, BARC

**APPLICATION FORM**  
**BARC PENSION ADALAT 2020**

SI. No.	SUBJECT	DETAILS TO BE FILLED IN BY THE INDIVIDUAL/PENSIONER
1.	Name of the Pensioner/Family Pensioner	
2.	Name & Designation of Govt. Servant who retired/died in harness	
3.	Name of Unit from where Govt. Servant retired/discharged/died in harness	
4.	Date of retirement/death	
5.	Date of death after retirement (if occurs)	
6.	Original PPO No. and date	
7.	Name of PDA/BANK Branch from where Pension is being drawn by the Pensioner/Family Pensioner with Bank SB A/C No.	
8.	Postal address of the pensioner (with Mobile/Ph.No./E-mail if any)	
9.	Grievance in brief (Attach application containing details, if required)	
10	Whether approached earlier Ministry/Department with grievance. If so, please enclose the copy of earlier grievance.	
11.	Date and signature of the Individual/Pensioner	

**भाभा परमाणु अनुसंधान केंद्र**  
**BHABHA ATOMIC RESEARCH CENTRE**  
**अस्थायी फोटो प्रबेश अनुमति-पत्र (टीपीईपी) हेतु आवेदन**  
**APPLICATION FOR TEMPORARY PHOTO ENTRY PERMIT (TPEP)**  
**(फार्म भरने के पहले कृपया अनुदेशों को ध्यान से पढ़ें)**

BEFORE FILLING THE FORM PLEASE READ THE INSTRUCTIONS CAREFULLY

कर्मचारी सं./EMPLOYEE NO..... पीआरएसएन आईडी नं./PRSN. ID. NO..... (कार्यालय हेतु /for Office Use)

1. हिन्दी में नाम/Name in HINDI

जन्मतिथि/Date of Birth Date of Retirement

प्रथम /FIRST	मध्य/MIDDLE	अंतिम/LAST
--------------	-------------	------------

अंग्रेजी में नाम  
Name in ENGLISH

(बड़े अक्षरों में लिखे  
use BLOCK LETTERS only)

रक्त वर्ग  
Blood Group

लिंग  
SEX

प्रथम /FIRST	मध्य/MIDDLE	अंतिम/LAST
--------------	-------------	------------

2. पदनाम  
Designation

प्रभाग  
Division

बैठने का स्थान (बिल्डिंग)  
Sitting Place (Building)

सं.सं.सं.  
C.C. No.

3. भापअके में कार्य का प्रकार  
Nature of Work In BARC

4. भापअके में कार्य स्थल (बैठने के जगह से अन्य )  
Place Of Work In BARC (other than Sitting Place)

--

--

5. स्थानीय आवासीय पता/Local Residential Address

मार्ग/Street :	शहर/City :
राज्य/State :	
दूरभाष/Phone:	

6. स्थायी पता/Permanent Address

मार्ग/Street :	शहर/City :
राज्य/State :	

7. दृश्य पहचान चिह्न/Visible Marks of Identification

--

नमूना हस्ताक्षर/Specimen Signature

1.	2.
----	----

8. किस अवधि के लिए टीपीईपी चाहित है  
Period for which TPEP is required

से / From

तक / To

9. गुम हुए टीपीईपी का ब्लॉरा (उन मामलों में लागू जहां पहले जारी किया गया टीपीईपी गुम हो गया है)

Particulars of Lost TPEP (Applicable in cases where the TPEP previously issued has been lost)

--

टीपीईपी सं.  
TPEP No.

--

टीपीईपी गुम होने की तारीख  
Date on which  
TPEP was lost

--

पुलिस थाने का नाम, जहाँ शिकायत दर्ज की गयी तथा संबंधित  
प्रमाणपत्र मूल रूप में संलग्न किया गया है।  
Police Station where complaint is lodged and whose certificate is attached in Original

10. भापअके में संपर्क हेतु टेलीफोन सं. /Contact Number in BARC

--

11. टीपीईपी की वैधता समाप्त होते ही, मैं इसे सात कार्य दिवसों के अन्दर एसएण्डएमआईएस, भापअके को लौटाऊंगा। ऐसा न करने पर मेरे विरुद्ध यथा  
आवश्यक करारवाई शुरू की जा सकती है / ON EXPIRY OF THE VALIDITY OF THE TPEP, I SHALL RETURN IT TO S&MIS,  
BARC WITHIN SEVEN WORKING DAYS FAILING WHICH ACTION, AS DEEMED FIT MAY BE INITIATED AGAINST  
ME.

12. नोट : सभी प्रकार के मामलों में टीपीईपी जारी करने हेतु रु.200/- की राशि जमा करनी पड़गी ( निम्नलिखित को छोड़कर)  
Note: Rs. 200/- will be charged towards issue of TPEP in all cases except.

1. आर एण्ड डी कार्य /R&D WORK

2. बकायों का निपटान/SETTLEMENT OF DUES

भाग-II/Part - II

प्रभागीय कार्यालय में प्रयोग हेतु  
For use in Divisional Office  
अस्थायी फोटो प्रवेश अनुमति-पत्र जारी करने हेतु संस्तुत/अनुमोदित  
Recommended /Approved for Issue of Temporary Photo Entry Permit

संस्तुत अवधि/Period recommended:

से/From :

तक/To :

संस्तुतकर्ता प्राधिकारी के हस्ताक्षर (मुहर सहित)  
Signature of Recommending Authority  
with Official Seal

अनुमोदित  
Approved :

प्रभागाध्यक्ष के हस्ताक्षर (मुहर सहित)  
Signature of Approving Authority \*  
with Official Seal

(\*) पुस्तकालय संदर्भ हेतु आवेदन वर्ग निदेशक/सह निदेशक,  
भापअके द्वारा अनुमोदित किया जाए।

(\*) Application for library reference has to be cleared  
by Group Director/Associate Director of BARC

(\*) किसी भी विशेष मामले के लिए भापअ केंद्र के निदेशक, अनुमोदन  
प्राधिकारी हैं।

(\*) For any special case, Director BARC is the approving  
Authority

सेवा में : पहचान पत्र कक्ष, भापअ केंद्र  
To - Identity Card Cell, BARC

**यात्रा भत्ते हेतु दावा /CLAIM FOR TRAVELLING ALLOWANCE  
(स्थानांतरण /सेवानिवृत्ति /मृत्यु पर /ON TRANSFER/RETIREMENT/DEATH)**

1. अधिकारी का नाम /Name of the officer : वर्तमानपद से बदलने के बाद अधिकारी का नाम लिखें।
2. पदनाम /Designation : अधिकारी का पदनाम लिखें।
3. (क/a) सं.सं. संख्या /Computer Code No. : इसका उपयोग यात्रा के लिए फ्रैंट ऑफिस में जानकारी देने के लिए किया जाता है।
- (ख/b) कर्मचारी क्र. /Employee No. : कर्मचारी का नाम यात्रा के लिए फ्रैंट ऑफिस में जानकारी देने के लिए किया जाता है।
4. प्रभाग /Division/अनुभाग /Section : यात्रा के लिए उपयोग किया जाना चाहिए।
5. मूल वेतन + एसआई + एनपीए (कृपया विवरण दें) : मूल वेतन/Basic pay =  
महंगाई वेतन /D.P. =  
गतिरोध वेतनवृद्धि /S.I. =  
प्रैक्टिस बंदी भत्ता /NPA =
6. (क/a) पुराना मुख्यालय /Old headquarters :  
(ख/b) नया मुख्यालय /स्थायी होने का स्थान :  
New headquarters/Place of permanent settlement.
7. (क/a) स्थानांतरण आदेश संख्या एवं दिनांक / अन्य घटनाओं की तिथि  
Transfer order No. & date or date of  
Other events.  
(ख/b) पुराने मुख्यालय में आवास छोड़ने की तिथि  
Date of departure from residence at  
Old headquarters.

**यात्रा विवरण /TRAVEL PARTICULARS**

**स्वयं हेतु /FOR SELF**

8. हवाई जहाज /रेल / बस का विवरण  
Flight/Train/Bus details  
(क/a) की गई यात्रा की श्रेणी /Class in which travelled  
(ख/b) अदा किया गया भाड़ा /Fare paid  
(ग/c) टिकट नंबर /Ticket No(s). (हवाई यात्रा हेतु हवाई टिकट  
का प्रतिपर्ण संलग्न किया जाए और रेल यात्रा के मामले में  
पी एन आर नं. लिखा जाए / Counterfoil of Air  
ticket to be attached for air journey and  
PNR number to be mentioned  
in case of train journey)

**परिवार के सदस्यों हेतु /FOR FAMILY MEMBERS**

9. परिवार के सदस्यों का व्यौरा /Details of family members

नाम /Name	आयु /Age	रिश्ता /Relationship

10. क्या परिवार ने पुराने मुख्यालय से नये मुख्यालय /स्थायी होने के स्थान तक अधिकारी के साथ यात्रा की / Whether the family accompanied the officer from old headquarters to new headquarters/ place of permanent settlement.
11. यदि नहीं तो, किस तारीख को उन्होंने पुराने मुख्यालय से नये मुख्यालय /स्थायी रूप से बसने के स्थान तक यात्रा की /If not the date on which they traveled from old headquarters to new headquarters/ place of permanent settlement.
12. (क/अ) क्या परिवार ने पुराने मुख्यालय से किसी भिन्न स्थान हेतु यात्रा की /Whether the family proceeded to a different station from old headquarters.

या /OR

- (ब) क्या परिवार नए मुख्यालय /बसने के स्थान पर किसी अलग स्थान से पहुंचे /Whether the family reached the new headquarters/place of settlement from a different station.  
यदि हाँ /If so, (i) स्थान का नाम /Name of the station :  
(ii) वाहन का प्रकार /Mode of conveyance :  
(iii) अदा किया हुआ भाड़ा /Fares paid :  
(iv) टिकट नंबर / Ticket Nos. : (हवाई यात्रा हेतु हवाई टिकट का प्रतिपर्ण संलग्न किया जाए और रेल यात्रा के मामले में पी एन आर नं. लिखा जाए /Counter foil of Air ticket to be attached for air journey and PNR number to be indicated in case of train journey)  
(v) यात्रा की तारीख /Date of journey :

निजी सामान हेतु /FOR PERSONAL EFFECTS

13. परिवहित वस्तुओं का प्रकार /Nature of articles transported :  
14. कुल भार कि.ग्रा. में /Total weight in Kgs. :  
15. स्टेशनों /स्थानों के नाम जिसके बीच सामान का परिवहन हुआ : से \_\_\_\_\_ तक \_\_\_\_\_  
Stations/places between which goods : From \_\_\_\_\_ to \_\_\_\_\_ transported.  
16. परिवहन का प्रकार : सड़क /सवारी गाड़ी /माल गाड़ी द्वारा  
Mode of transportation : BY ROAD/PASSENGER TRAIN/GOODS TRAIN  
17. अदा की गयी राशि (राजस्व टिकट पर हस्ताक्षरित मूल नकद रसीद संलग्न करें) Amount paid (original money receipt to be attached duly signed on a revenue stamp)  
18. पुराने मुख्यालय में घर से रेलवे स्टेशन तक की दूरी Distance between residence and railway station at old headquarters.  
19. नये मुख्यालय में रेलवे स्टेशन से घर तक की दूरी Distance between railway station and residence at new headquarters.

### वाहन हेतु /FOR CONVEYANCE

20. क्या किसी वाहन का परिवहन परिवहनित किया है ? यदि हाँ तो  
Whether any conveyance was transported :  
If so,  
(a) वाहन का नाम लिखें  
(क) Indicate the name of conveyance :  
(ख/b) परिवहन का प्रकार /Mode of transportation : स्वयं चला कर / By its own propulsion/  
माल गाड़ी द्वारा /By Goods train/  
सवारी गाड़ी द्वारा /By passenger train.  
(ग/c) अदा की गयी राशि (राजस्व टिकट पर हस्ताक्षरित  
मूल नकद रसीद संलग्न करें)  
Amount paid (original money receipt :  
to be enclosed duly signed on a Revenue stamp)

### सामान्य /GENERAL

21. (क) लिए गए अग्रिम की राशि, यदि कोई हो :  
(a) Amount of advance drawn, if any :  
(ख) निकासी की तारीख :  
(b) Date of drawal :  
22. संलग्नकों की सूची / List of enclosures :  
23. अन्य कोई ब्यौरा जो कर्मचारी जोड़ना चाहे :  
Any other details employee would like to add :

दिनांक / Date :

स्थान / Place :

अधिकारी के हस्ताक्षर

Signature of officer

### प्रमाणपत्र /CERTIFICATE

- रेल यात्राएं वास्तविक रूप से उसी श्रेणी से की गई हैं जिसके लिए यात्रा भत्ते का दावा किया गया है / The rail journeys were actually performed by the class of accommodation for which TA has been claimed.
- यात्राएं लघुतम एवं किफायती मार्ग से की गई / The journeys were performed by the shortest and cheapest route.
- मेरी जानकारी तथा विश्वास के अनुसार बिल में दर्ज रोड की दूरी सही है / The road distance entered in the bill is correct to the best of my knowledge and belief.
- रेल यात्राएं जिनके लिए भाड़े का एक्सप्रेस /मेल की दरों से दावा किया गया है वे बस्तुतः एक्सप्रेस /मेल ट्रेनों की यात्राएं हैं /The rail journeys for which fare has been claimed at Express/Mail rates were actually performed by Express/Mail trains.
- परिवार के सदस्य, जिनके लिए दावे प्रस्तुत किए गए हैं, उन्होंने यात्राएं की हैं /The family members for whom claims are made performed the journeys.
- निजी सामान /वाहन, जिनके परिवहन का दावा प्रस्तुत है, वे मेरे स्थानांतरण /सेवानिवृत्ति के समय मेरे कब्जे में थे एवं उनके परिवहन हेतु किया गया व्यय, दावे की राशि से कम नहीं था / The personal effects/conveyance, the cost of transportation of which is claimed, were in my possession at the time of my transfer/retirement and the actual expenses incurred for their transportation were not less than the amount claimed.
- निजी सामान तत्काल परिवहन सेवा द्वारा परिवहनित किया गया एवं वह निर्धारित अवधि के अंदर नियत स्थान पर पहुंच गया /  
The personal effects were transported by the Quick Transport Service and that they reached the destination within specified period. 32

8. मेरी पत्नी /मेरा पति जो \_\_\_\_\_ विभाग में नियोजित है, जिनका मेरे साथ /मेरे स्थानांतरण से  
एक माह पूर्व /मेरे स्थानांतरण से 6 माह के अंदर \_\_\_\_\_ से \_\_\_\_\_ स्थानांतरण हुआ है, उसने  
स्थानांतरण /सेवानिवृत्ति के संबंध में किसी यात्रा भत्ते का दावा नहीं किया है / My wife/husband who is employed  
in \_\_\_\_\_ Department and who has been transferred  
from \_\_\_\_\_ to \_\_\_\_\_ along with me/one month  
prior to my transfer/within six months of my transfer has not claimed any T.A. in connection  
with that transfer/retirement.
- \*9. मेरी पत्नी /मेरा पति किसी सरकारी विभाग में नियोजित नहीं है /My wife/husband is not employed in any  
Government Department.
10. यह दावा इसके पूर्व प्रस्तुत नहीं किया गया है / This claim was not preferred earlier.

हस्ताक्षर /Signature :

पदनाम /Designation :

दिनांक /Date :

स्थान /Place :

\*जो लागू नहीं है, उन्हें काट दें / Please strike off whichever is not applicable.

**नियंत्रण अधिकारी के हस्ताक्षर /SIGNATURE OF CONTROLLING OFFICER**

अनुमोदित /Approved

निजी सामान के परिवहन के लिए अनुमेय सीमा तक दावा स्वीकृत अनुमोदित /The claim for transportation of personal  
effects to the extent admissible is sanctioned.

अध्यक्ष, कार्मिक प्रभाग /नियंत्रणाधिकारी के हस्ताक्षर मोहर सहित  
Head, Personnel Division/Controlling Officer  
Signature with seal

## **Temporary Retention of Official Accommodation on payment of Additional Licence Fee**

<http://dcsem.gov.in/english/circulars>

In the case of Retirement / Superannuation/ Voluntary Retirement / Compulsory Retirement	For a period of two months (1 <sup>st</sup> Extension) on payment of the normal licence fee; 2nd Extension will be allowed for the next two months on payment of four times of the normal licence fee and 3rd Extension for a further two months on payment of eight times of licence fee, in deserving cases ( <b>Maximum permissible duration of stay in departmental accommodation after retirement shall be Six Months only</b> )
In the case of Death of an Employee	One year on normal flat rate of licence fee. Beyond one year, one more year on normal flat rate of licence fee on written request subject to the condition that the family does not own an accommodation at the place of posting, which includes the adjacent municipalities.
Resignation, Dismissal, Removal, Termination of service or Unauthorised absence without permission	One month from the date the allottee ceased to be in service or one month from the date of unauthorized absence.

[http://dcsem.gov.in/resources/uploads/circulars/circulars\\_1964375181434089513.pdf](http://dcsem.gov.in/resources/uploads/circulars/circulars_1964375181434089513.pdf)

See the following pages for the order

Government of India  
Department of Atomic Energy

Anushakti Bhavan  
C.S.M. Marg  
Mumbai-400001

No.5/6(2)(13)/2013-SUS/H 855

April 16 2014

OFFICE MEMORANDUM

Subject : Retention of departmental accommodation on retirement

As per department's O.M.No.5/1(2)/2013-SUS/15132 dated 6.12.2013, an employee retired on or after 10.6.2013 is eligible to retain the departmental accommodation for a maximum period of six months on payment of licence fee as detailed below :

- a) First two months - Normal licence fee
- b) Next two months - Four times the normal licence fee
- c) Next two months - Eight times the normal licence fee

2. The matter regarding retention of accommodation by allottees on their retirement beyond the permissible period of six months has been considered further and it has been decided in the Department that in case an allottee is in need to retain the departmental accommodation after his retirement beyond permissible period of six months, he/she shall obtain prior approval of the Department. In such cases, the rate of licence fee shall be as follows :

- a) First six months after the date of retirement as indicated in Para 1 above.
- b) Next two months on payment of sixteen times of licence fee.

For retention of accommodation for further period, licence fee for every spell of two months will be charged at the rate of double the licence fee applicable for the previous two months period. This is subject to the condition that licence fee so charged shall not exceed the damage rate applicable. Relaxation in the rate of licence fee shall be considered by the Department only in cases which are treated as special.

3. The allottee is expected to vacate the departmental accommodation immediately after the expiry of normal permissible period. The retention of accommodation beyond the normal permissible period of six months after retirement, even on payment of enhanced rate of licence, cannot be claimed as a matter of right. Any request in this regard, will be considered on its merit and decision of the Department in the case will be final. In case an allottee continues to reside in the accommodation without obtaining prior permission from the Department, the Estate Officer concerned reserves the right to take action to evict the allottee as per the extant procedure.

  
15.04.2014  
(K.P.S. Pillai)  
Under Secretary

All Heads of Constituent Units of DAE/PSUs/Aided Institutions

Copy to : 1. PS to Additional Secretary  
2. PS to Joint Secretary (R&D)  
3. PS to Joint Secretary (I&M)  
4. PS to Joint Secretary (ER)  
5. PPS to Head, NCPW  
6. PPS to Chief Controller of Accounts  
7. Under Secretary, Office of Chairman, AEC

**भारत सरकार/GOVERNMENT OF INDIA**  
**परमाणु ऊर्जा विभाग/DEPARTMENT OF ATOMIC ENERGY**  
**निर्माण सेवा एवं संपदा प्रबंध निदेशालय**  
**DIRECTORATE OF CONSTRUCTION, SERVICES & ESTATE MANAGEMENT**  
**(आवंटन अनुभाग/ALLOTMENT SECTION)**

**विक्रम साराभाई भवन/Vikram Sarabhai Bhavan,**  
**2 तला, उत्तरी स्कैथ/2<sup>nd</sup> Floor, North Wing,**  
**अनुशक्तिनगर/Anushaktinagar,**  
**मुंबई/Mumbai - 400 094.**

दिनांक /Date :

**विभागीय आवंटन सुपुर्द करने के लिए आवेदन**  
**APPLICATION FOR SURRENDER OF DEPARTMENTAL ACCOMMODATION**

1.	नाम (स्पष्ट अक्षरों में)/NAME (IN BLOCK LETTERS) :
2.	पदनाम /DESIGNATION :
3.	यूनिट/प्रभाग DIVISION AND UNIT :
4.	कंप्यूटर कोड सं. COMPUTER CODE NUMBER :
5.	कर्मचारी सं. EMPLOYEE NO. :
6.	बिल्डिंग का नाम एवं फ्लैट नं. BUILDING NAME & FLAT NO. :
7.	फ्लैट सुपुर्दकरने की तारीख DATE ON WHICH THE FLAT WILL BE SURRENDERED :
8.	फ्लैट सुपुर्द करने का कारण REASON FOR SURRENDERING THE FLAT :
9.	क्या उच्च श्रेणी हेतु नाम को रहने दिया जाए : हाँ / नहीं WHETHER NAME TO BE RETAINED FOR HIGHER TYPES : YES / NO
10.	पत्राचार का पता CORRESPONDENCE ADDRESS :
11.	टेलीफोन नं./ TEL. NO. :
◆	केवल ओल्ड मंडला, चेंबूर, घाटकोपर, बांद्रा, वडावली के आवंटितियों के लिए Incase of allottees of Old Mandala, Chembur, Ghatkopar, Bandra, Wadhwavali only :

मैं एतद्वारा वचन देता हूँ आरईएल द्वारा अदा किए गए सुरक्षा जमा राशि का दावा नहीं करूँगा, जिसका मुझे निसेसंप्रनि द्वारा अंतिम निपटान के साथ प्रतिपूर्ति किया जाएगा। मैंने मेसर्स आरईएल को रु. \_\_\_\_\_ सुरक्षा जमा राशि का भुगतान किया है (जमा की प्रति संलग्न है)। आरईएल के साथ सुरक्षा जमा राशि का अद्यतन बकाया रु. \_\_\_\_\_ है। (संबंधित बिजली बिल की प्रति संलग्न है)।

I hereby undertake not to claim the Security Deposit paid by me to REL., which will be reimbursed to me by DCSEM alongwith final settlement. I have paid a Security Deposit of Rs. \_\_\_\_\_ to M/s. REL (a copy of the Deposit is enclosed). The latest balance of Security Deposit with REL is Rs. \_\_\_\_\_ (Copy of relevant power bill is enclosed)

हस्ताक्षर/Signature :

प्रति To,

सहायक कार्मिक अधिकारी (आवंटन)/ APO(EI),  
निसेसंप्रनि /DCSEM.

कृपया नोट करें कि फ्लैट की सुपुर्दगी हेतु कम से कम 10 दिनों की नोटिस अवधि अपेक्षित है अन्यथा आवंटिती से 10 दिनों का लाइसेंस शुल्क का भुगतान या 10 दिनों को कम पड़ने वाले दिनों की संख्या के लिए वसूला जाएगा

(एसआर 317-बी-14)

PLEASE NOTE THAT MINIMUM 10 DAYS NOTICE PERIOD IS REQUIRED FOR SURRENDERING THE FLAT, FAILING WHICH PAYMENT OF LICENCE FEE FOR 10 DAYS OR NUMBER OF DAYS FALLING SHORT OF TEN DAYS WILL BE RECOVERED FROM ALLOTTEE. (S.R. 317-B-14).