

FORM NO.. 1  
(PENSION)

(Formal application for pension and gratuity)

FROM: Sri \_\_\_\_\_  
\_\_\_\_\_

**To**

***The accountant General Assam, Maidam Gaon,  
Beltola, Guwahati -28***

Subject : Application for sanction of Pension/ Gratuity.

**Sir,**

I beg to say that I am to retire from service with effect from\_\_\_\_\_. My date of birth\_\_\_\_\_. I therefore, request that steps may kindly be taken with a view to pension and gratuity as admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from\_\_\_\_\_Treasury from the date\_\_\_\_\_.

2. I hereby declare that I have neither applied for, nor received, any pension or gratuity in respect of any portion of the service qualifying for the pension and in respect of which pension or gratuity is claimed here in nor shall I submit an application and the orders which may passed hereon.

**3. I enclosed herewith :**

- (i) 2 (two) specimen signature of mine attested.
- (ii) 2 (two) copies of passport size photograph of mine also duly attested.
- (iii) 2 (two) slips each bearing my left-hand thumb impression duly attested.
- (iv) 2 (two) slips each showing the particulars of my Height & Identification marks duly attested.

My present address is \_\_\_\_\_  
\_\_\_\_\_

(\*\*This is required only in case of illiterate person who cannot signed their name)

Signature of applicant.

FROM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING PENSION PAPERS OF  
GOVERNMENT SERVENT .

**To,**

***The Accountant General (A/ca & Esstt). Assam.  
Moidam gaon, Beltola, Guwahati - 28.***

Subject : Pension papers of Sri .....  
Retired\_\_\_\_\_ for authorization of pension .

**Sir,**

I have the honour to forward herewith the pension papers of Sri / Smti \_\_\_\_\_  
\_\_\_\_\_ for favour of your necessary action .

(2) The details of Government dues which will remain outstanding on the date of retirement of Govt. Servant and which needs to be recovered out of the amount of death-cum-retirement gratuity as indicated below :

(a)	Balance of the House Building or conveyance advance or any	: Rs.
(b)	Over payment of pay and allowance including leave salaries etc.	: Rs.
(c)	Any other assess due and the nature thereof	: Rs.
(d)	Arres license fee/ rent for occupation of Govt. accommodation.	: Rs.
(e)	The amount of gratuity to be withdrawal for adjustment of un-assessed dues, if any	: Rs.
	Total	: Rs.
(f)	Provident / provisional pension authorized (if any) etc. (copy enclosed)	: Rs.

***Yours faithfully.***

Signature of Head of Office.

## LIST OF ENCLOSERS

1. Form No.1\* and from No.2 Duly completed .
2. Statement of saving effected and reason why employment could not be found elsewhere (if the claim is for compensation pension or gratuity.
3. Medical Certificate of in-capacity (if the claim is for invalid pension. )
4. Service Book. Date of Retirement to be indicating in the service Book.
5. (a) Two slips with two specimen signature duly attested by Gazetted Govt. Servant OR in case of the pensioner not the left hand thumb impression with finger duly attested by a gazetted Govt. servant.  
  
(b) Two slips showing the particulars of height & Identification marks duly attested.  
  
(c) Three copies of passport size photograph with wife / husband duly attested by head of office.
6. (a) A statement indicating the reasons for delay in case where the pension papers were not forwarded before months of the date of retirement of Govt. servant.
7. Written statement., if any, of the Govt. servant required for a portion of service rendered by him for which records remained unverified.
8. Brief statement leading to re-instatement of the Govt. servant in case the Govt. servant has reinstated after having been suspended / removed from service / compulsory retirement etc.
- 9.

**Note :** When initial or names of the Govt. servant are or is in-correctly given in the various records. Consulted . the fact should be mentioned in the letter.

\* If a Govt. servant is compulsorily retired from service and delay is anticipated in obtaining form No. 1 from the Govt. servant, the head of office may forwarded the pension papers without Form No. 1 The from may be sent as soon as it is obtained from the Govt. servant.\*

PARTICULARS TO OBTAINED BY THE HEAD OF OFFICE FROM THE RETAINED GOVT. SERVENT  
EIGHT MONTHS HEFORE THE DATE OF TNX HIS RETIREMENT.

1. Name :-
2. Date of birth :-
3. Date of retirement :-
4. Two slips containing two specimen signature each duly attested by Gazetted Govt. officer :-
5. Three copies of pass-port size photograph with wife / husband dyly attested by the Gazetted Govt. officer.:-
6. Two slips of each showing the particulars of height & Identification marks duly attested by Gazetted Govt. servant. :-
7. Present Address (Office) :-
8. Address after retirement (Any subsequent change of address should be notified to the head of office.) :-
9. Details of the Family members as in form No. I-A. :-
10. Name of the Treasury / Bank through which pension is to brawn. :-

Signature of Govt. Servant :-

Designation.-

Department / officer :-

N.B.:- In case of the Govt. servant who is not literate to singe, thumb impression duly attested by the Gazetted Govt. servant is to be furnished.

Signature of Head of Office .

**FORM NO. 1 A**  
**DETAILS OF FAMILY MEMBERS.**

1. Name of Govt. Servant :-
2. Date of Birth :-
3. Designation :-
4. Date of the members of my family as on the date of retirement as below- :-

Sl No.	Name of the member	Date of birth	Relation with the Officer	Initial of the head of the Office	Remarks
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I hereby undertake to keep the above particulars up to date by Notifying to the Head of the Office any addition or alternation.

Place :-

Date :-

Signature of Head of Officer.

N.B. :- Family for this purpose names family as defined in Rule 143 (1) of AS (p) Rule 1969.

**FORM FOR ASSESSING PENSION AND GRATUITY TO RE SENT IN DUPLICATE IF PAYMENT IS DESIRED IN DIFFERENT CIRCLE OF ACCOUNTING UNIT.**

**Part - I**

1. Name of Govt. Servant :-
2. Fathers / Husband Name :-
3. Date of Birth :-
4. Religion :-
5. Permanent residential Address in full. :-  
Village :-  
P.O. :-  
P/S :-  
Dist. :-
6. Present or last appointment including name of establishment and Deptt. :-
2. (i)Substantive :-  
(ii)Officiating :-
7. Date of begining of service :-
8. Date of ending Service :-
9. (a) Total period Military service :-  
(b) Date of commencement of Militari service :-  
(c) Amont & nature of any pension/ gratuity etc received for melitay service. :-
10. Amount nature of any pension/ gratuity received f the previous civil service etc. :-
11. Govt. under which service had been rendered in order of employment. :-
12. Ckass of pension applicable :-
13. The date of which action initated to :-  
(i) Obtain theno demand certificate f rom the concerning Department :-  
(ii) Assess the service and encumbment qualifying for pension and :-  
(iii) Assess the Govt. dues other than the dues relating to theallotment of Govt. accomudation. :-
14. Details of Ommission, in for imperfection or deficiencies in the service Book which have been ignored. :-

Signature of Head Office.

15. Total length of qualifying service for the purpose of adding towards broken period (a month is reckoned as thirty days) :-
16. Periods of Non-qualifying service (any reference to be mentioned) :-
- (i) Interruption of service condned :-
- (ii) Extra-ordinay leave not qualigying for pension. :-
- (iii) Period of suspension not treated as qualifying service. :-
- (iv) Any other service not treated as qualifying service. :-

Total--

17. Emoluments reclsoning for gratuity :-
18. Average emoluments for calculation of pension :-
19. \* Emoluments drawn during the last ten months of service :-

Post Held	From	To	Pay	Personal or Spl. Pay	Average emolument	Remarks
1	2	3	4	5	6	7

\* (i) In 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 day contained in each month.

20. Date on which form 1 & 1 A has been obtained from the Govt. servant of retirement of Govt. servant) :-
21. (i) Proposed pension :-
- (ii) Proposed relief on pension :-
22. Proposed gratuity/ D.C.R.G. :-
23. Date from which pension is to be commenced. :-
24. Proposed amount of provisional pension (if Deptl. or Judicial proceedings were instituted against the Govt. servent before retirement. :-

Signature of Head Officer.

25. Details of Govt. dues recoverable out of gratuity-  
 (1) Licence fee/Rent for the allotment of Govt. accomudation. :-  
 (2) Other dues. any :-
26. Whether Nomination made for Death-cum-retirement Gratuity :-
27. Whether Family pension Rule.1964 are applicable to the Govt. servents, and if any so :-  
 (i) Pay reckoning for the family pension :-  
 (ii) The amount of the family pension becoming payable to the family of the Govt. servent,if death takes place after retirement. :-  
 (iii) Complete and up-to-date details of family as given in Form -1-A. :-

Sl No.	Name of the member of family	Date of birth	Relationship with the Government servant.
1	2	3	4
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

28. Height :-
29. Identificotion marks :-
30. Place of payment of pension (Treasury, Public Sector Bank). :-
31. Head of Account to which pension and gratuity and debitable. :-

Signature-of Head of Office.

Date.....



PART - II  
SECTION,

ACCOUNT ENFACEMENT:-

1. Total period of qualifying service. Which has been accepted for the grant of superannuation of retiring or invalid or compensation or compulsory retirement pension and gratuity. With reasons for disallowances. Indicate Part-1 of this Form).
2. Amount of Superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity that has been admitted.
3. The date from which superannuation or retiring or invalid compensation or gratuity is admissible.
4. Head of Account to which superannuation or retiring or invalid compensation or compulsory retirement pension or gratuity is chargeable.
5. The amount of the Family pension 1964 becoming payable of the family in the event of death of the Government servant after retirement.

SECTION - II

1. Name of the Government Servant :-
2. Class of pensions of gratuity :-
3. Amount of pension authorised :-
4. Amount of gratuity authorised :-
5. Date of commencement of pension :-
6. Amount of family pension in the event of death after retirement :-
7. The amount of retire admissible on pension :-
8. The Government dues recoverable out of the gratuity before authorising its payment :-
9. The amount of case deposit or the amount of gratuity held over for adjustment of unassessed Government dues. :-
10. Date on which the pension papers received by. :-

HISTORY OF SERVICE (SHOWN INTERRUPTION) OF SRI \_\_\_\_\_  
\_\_\_\_\_ under the establishment of the office of the \_\_\_\_\_

1. Date of Birth :-
2. Date of Retirement :-
3. Date of Joining :-
4. Length of Service :-

LENGTH OF SERVICE

Establishment	Department	B. Pay (Month)	Acting Allowance	Date of beginning of Service	Date of ending of service	Period Recorded	Remarks
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>

Calculation sheet of average emolument of Sri \_\_\_\_\_

Sl No.	Month	Pay	Total
1	2	3	4
Total			

Average emolument is calculated :-

*Signature.*

CALCULATION OF D.C.R.G. OF SRI \_\_\_\_\_

1. Last emolument :-
2. No. of unit of Six month qualifying service of DCRG :-
3.  $16\frac{1}{2}$  time of last emolument pay with .....% D.A. as per Rule :- pay X 16.50 + D.A. X 16.50

Total :-

4. D.C.R.G. is fixed at Rs.

*Signature.*

CALCULATION OF RETIREMENT PENSION OF SRI \_\_\_\_\_

- 
- 
- .....
1. Date of Retirement :-
  2. Average emolument for last ten months :-
  3. Basic pay :- From To
  4. Pension admissible :-

Signature.

CALCUATION OF FAMILY PENSION IN CASE OF SRI \_\_\_\_\_

- 
- 
- .....
1. Pay of the retired Govt. servant at Rs :-

50% of basic pay Rs. \_\_\_\_\_ Rs.  
30% of Basic pay Rs. \_\_\_\_\_ Rs.

Family pension to Smti/Sri \_\_\_\_\_

\_\_\_\_\_ may be fixed at Rs. \_\_\_\_\_ up to \_\_\_\_\_  
years and Rs. \_\_\_\_\_ P.M. afterwards in case of expired the pensioner

Sri \_\_\_\_\_

*Signature*

SPECIMEN SIGNATURE OF SRI \_\_\_\_\_

Sl No.	Name of the Pensioner Concerned	Signature of the pensioner	Attested
1	2	3	4

Signature.

Particulars of High and Identification Marks of Sri \_\_\_\_\_

- 
1. Height :-
  2. Identification Marks :-

*Verified & attested*

Signature of Head of Office

NO DEMAND CERTIFICATE.

Cerified that Sri \_\_\_\_\_

who was serving under the Establishment of the Office of the \_\_\_\_\_  
\_\_\_\_\_ has no outstanding amount for recovery of the Government of Assam. So demand  
will be arised against him for this purpose.

*Signature of the authority.*

ACCOUNT SHEET.

1. Name o the Govt. servent :-
2. Date of Birth :-
3. Date of retirement :-
4. Date of enter in service :-
5. Date of begining of qualifying service. :-
6. Period recorded as Qualifying service. :-
7. Period of gross qulifying service. :-  
From \_\_\_\_\_ to \_\_\_\_\_
8. Suspension etc :- From \_\_\_\_\_ To \_\_\_\_\_
9. Period of net qualifying service :-  
From \_\_\_\_\_ To \_\_\_\_\_
10. Total six monthly period :-

*Signature of Head of Office*

LAST PAY CERTIFICATE FOR NON-GAZETTED OFFICER.

List pay Certificate of Sri \_\_\_\_\_

Proceeding to Retirement/tranfer to Join the appointment as \_\_\_\_\_ on duty.

He has drawn pay as \_\_\_\_\_ at the rate of Rs \_\_\_\_\_  
\_\_\_\_\_ and acting allowance as D.A Rs \_\_\_\_\_ .M.A. Rs \_\_\_\_\_, H.R.  
Rs. \_\_\_\_\_ Spl pay Rs \_\_\_\_\_ aaa month less the deduction shown below,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

upto \_\_\_\_\_.

No. of Recoveries if any . Recoveries are to be made from the pay of the Officer.

Deduction :- G.P.F. No. \_\_\_\_\_ Amount Rs. \_\_\_\_\_ P.Tax Rs \_\_\_\_\_

GIS Rs. \_\_\_\_\_ other deduction \_\_\_\_\_

He made over charge of his duties on \_\_\_\_\_ He is  
entitled to drow the folowing :- Pay Rs: \_\_\_\_\_

D.A. Rs: \_\_\_\_\_

M.A. Rs; \_\_\_\_\_

H.R. Rs: \_\_\_\_\_

Spl. Pay Rs: \_\_\_\_\_

He is also entitled to joining time for \_\_\_\_\_ days. The details of the Incom Tax,  
supper Tax recovered from him up to the from the begining of the current year are noted as below-

\_\_\_\_\_  
\_\_\_\_\_

Name & Designation of the  
Head of Office in which pay  
was last drawn.

Station :-

Date :-

**TO BE FILLED IN WFFICE TO WHICH TRANSFRED.**

\_\_\_\_\_ charges of his duty in my office on the day \_\_\_\_\_ fore  
Noon/after noon and the pay of the appointment he fills in my office is Rs. \_\_\_\_\_

Date :-

Name & Designation of head of office to which transferred.