

FORM PEN - 16 [See rule 9.17(1)]

Form of Letter to the Accounts Officer forwarding the Pension papers of a Govt. Employee

No.

Government of Haryana

Department / Office

Dated the

To

The Accountant General(A&E) Haryana.

**Subject: - Pension Papers of Shri / Shrimati/Kumari
for authorization of pension.**

Sir,

I am directed to forward herewith the pension papers of Shri / Shrimati / Kumari

..... of this department / office for further necessary action.

2. 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 of death-cum-retirement gratuity are indicated below: -

(a) Balance of the house - building or conveyance advance	..	Rs.
(b) Over payment of pay and allowances including leave salary	..	Rs.
(c) Income Tax deductible at source under the ITA, 1961 (43 of 1961)	..	Rs.
(d) Arrears of licence fee for occupation of Govt. accommodation	..	Rs.
(e) The amount of licence fee for occupation of Govt. accommodation for the permissible period of 2 months beyond the date of retirement	..	Rs.
(f) Any other assessed dues and the nature thereof	..	Rs.
(g) The amount of gratuity to be withheld for adjustment of unassessed dues, if any	..	Rs.
Total	..	Rs.

3. Your attention is invited to the list of enclosures, which is forwarded herewith.

4. 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.

Yours faithfully,

Head of Office / Pension Sanctioning Authority

Enclosures: -

1. Form PEN 1 and Form PEN 9* duly completed.
2. Medical certificate of incapacity (if the claim is for invalid pension)
3. Statement of the savings effected and the reasons why employment could not be found else where (if claim is for compensation pension or gratuity)
4. Service book (date of retirement to be indicated in the service book).
5. a) Two specimen signatures, duly attested by a gazetted Government employee or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions, duly attested by a gazetted Government employee.
b) **Three copies of passport size photograph with wife or husband (either jointly or separately) duly attested by the Head of Office.
c) Two slips showing the particulars of height and identification marks, duly attested by a gazetted Government employee.
6. A statement indicating the reasons for delay in case the pension papers are not forwarded before one year of the retirement of Government employee.
7. Written statement, if any, of the Government employee as required under rule 9.5 (1) (a).
8. Brief statement leading to reinstatement of the Government employee in case the Government employee has been reinstated after having been suspended compulsorily retired, removed or dismissed from service.

Note: - When initials or name of the Government employee are/is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

**If a Government employee is compulsorily retired from service and delay is anticipated in obtaining Form PEN 9 from the Government employee, the Head of Office may forward the pension papers to the Accounts Officer without Form PEN 9. The Form may be sent as soon as it is obtained from the Government employee.*

***Only two copies of passport size photograph need to be furnished if the Government employee is governed by Appendix-I (i.e. a Family pension Scheme, 1964) and is unmarried or a widower or a widow.*

FORM PEN 1

[See rules 9.4, 9.6, 9.7 (1), (3) and 9.11 (1)]

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

PART-I

1. Name of the Government Employee _____
2. Father's Name _____
Husband's name (in the case of a female Govt. Employee) _____
3. Date of birth (by Chirstain era) _____
4. Religion and Nationality _____
5. Permanent residential address _____
(Showing village, district & state) _____
6. Present and last appointment including Name of establishment
i) Substantive _____
ii) Officiating, if any _____
7. Date of beginning of service _____
8. Date of ending of service _____
9. i) Total period of military service for which
pension or gratuity was sanctioned _____
ii) 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

Year	Months	Days
_____	_____	_____
12. Class of pension applicable _____
13. The date on which action initiated to
i) obtain the No demand certificate from
the Accounts officer (Rent)/Rent Assessing
Authority as provided in rule 9.3 _____
ii) assess the service and emoluments qualifying
for pension as provided in rule 9.5, and _____
iii) assess the Government dues other than the
dues relating to the allotment of Govt.
accommodation as provided in rule 9.19(1) _____
14. Details of omissions, imperfections or deficiencies
in the service book which have been ignored
under rule 9.5(1)(b)(ii) _____
15. Total length of qualifying service (for the
purpose of adding towards broken periods,
a month is reckoned as thirty days) _____
16. Periods of non-qualifying service

From	To
_____	_____

i) Interruption in service condoned
under rule 3.17A
ii) Extraordinary leave not qualifying
for pension
iii) Period of suspension not treated as
qualifying for pension
iv) Any other service not treated as
qualifying for pension

Total

17. Emoluments reckoning for gratuity _____
18. Average emoluments _____
 Emoluments drawn during the last ten months of service _____
-

Post held From _____ To _____ Pay _____

Personal pay or special pay _____ Average emoluments _____

- i) In case where the last ten months include some period not to be rockoned 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 PEN 9 has been obtained from the Government employee (to be obtained one year Before the date of retirement of Government employee _____
20. i) Proposed pension _____
 ii) Proposed graded relief _____
21. Proposed death-cum-retirement gratuity _____
22. Date from which pension is to commence _____
23. Proposed amount of provisional pension, if departmental or judicial proceedings are instituted against the Government employee before retirement. _____

24. Details of Government dues recoverable out of gratuity:-
 i) Licence fee for the allotment of Government accommodation (See sub-rule(2),(3) and (4) of rule 9.18) _____
 ii)Dues referred to in rule 9.19 _____
25. Whether nomination made for death-cum-retirement gratuity. _____
26. i) 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 65 years **Rs.** _____
 b) After attaining the age o f 65 years **Rs.** _____
 ii) Complete and up to date details of the family, as given below:-

Sr. No.	Name of the member of the family	Date of birth	Relations with the Government employee
1	2	3	4

27. Height _____
28. Identification marks _____
29. Place of payment of pension _____
 (Treasury, Sub-Treasury or Branch of Public Sector Bank)
30. Head of Account to which pension and gratuity are debitable _____

Signature of the Head of Office

FORM PEN 9

(See rule 9.2)

Particulars to be obtained by the Head of Office from the retiring Government employee before one year of the date of retirement

1. Name of the Government employee _____
2. a) Date of Birth _____
b) Date of retirement _____
- ¹[3. Two specimen signatures duly attested (to be furnished in a separate sheet)
- ²[4. Three copies of passport size Joint photographs of the Government employee with his/her wife/husband.
5. Two slips showing the particulars of height and personal identification marks duly attested.
6. Present address ...
- ⁴[7. Address after retirement ...
8. Name of the Treasury/Public Sector Bank Branch through which the Government employee wants to draw his pension ...
- ⁵[9. Details of the family as defined in Appendix-I of the Punjab C.S.R. Vol.II ...

Signature _____

Designation _____

Department/Office _____

Dated the _____

¹[Two slips each bearing the left hand thumb and finger impressions duly attested, may be furnished by a person who is not literate enough to sign his/her name. If such a Government employee on account of physical disability is unable to give left hand thumb and finger impressions, he may give the thumb and finger impressions of the right hand. Where a Government employee has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government employee.

²[Only two copies of passport size photographs of self need be furnished if the Government employee is governed by Appendix I of Punjab C.S.R. Vol-II and is unmarried or a widower or widow.

³[Where it is not possible for a Government employee to submit a photograph with his wife/her husband he/she may submit separate photographs. The photograph shall be attested by the Head of Office.

⁴[Any subsequent change of address should be notified to the Head of Office/Accounts Office.

⁵[Applicable only where Appendix I of the Punjab CSR Vol.-II is applied to the Govt. employee].

Calculation Sheet of Pension

Name

Father's / Husband's Name

- 1. Designation of the Post from which retired
- 2. Office last served
- 3. Date of Birth
- 4. Date of entry into Govt. Service
- 5. Date of Retirement / Superannuation
- 6. Rules under which pensionary benefits were settled.....
- 7. Total period of Service
- 8. Period not recognised as service
- 9. Period recognised as service
- 10. Average emoluments for last ten months
- 11. Average emoluments on which Pension fixed.....
- 12. Total amount of pension.....
- 13. Total amount of family pension.....
- 14. Death-cum-Retirement Gratuity.....
- 15. Percentage / amount of monthly pension commuted.....
- 16. Amount of commuted value of pension authorised.....
- 17. Remarks

(Signature of Head of office)

Designation.....
(with Stamp)

Chart Indicating the Service Verification

Name Designation

S. No.	Period		Page No. of Service Book	No. or part of page of Service Book
	From	To		

Table -I : Details of Qualifying Service

Shri / Smt. Designation

Name of Govt. under which employed (in order of employment)	Name of Establishment	From	To	Total Period	Less non-qualifying service (see table-II)	Qualifying service.
1	2	3	4	5	6	7

Average Emoluments Calculation Sheet

Average Emoluments in respect of Sh. / Smt.

Designation Office

During the last ten months from to

S. No.	PERIOD		Month	Pay @ Per Month (Rs.)	Total Pay (Rs.)
	From	To			

Average emoluments for one month :

Declaration/undertaking to refund pension/Gratuity DCRG if paid in excess

(ANNEXURE 'A' To Rule 9.15 of Punjab Civil Services Rule Volume 1 to be signed by the retiring Government servant).

Whereas the _____ has consented to grant me the sum of Rs. ____ per month as the amount of my pension w.e.f. _____ and /or the sum of Rs. _____ as the amount of my gratuity/ death-cum-retirement gratuity, I hereby acknowledge that in accepting the said amount (s). I fully understand that the pension, gratuity/death-cum-retirement gratuity, is subject to revision and the same being found to be in excess of that to which I am entitled under the rules and I promise to raise no objection to such revision. I further promise to refund any amount paid to me in excess of that to which I may be eventually found entitled.

Signature _____

Designation _____

1. Signature of witness _____

Attested

Occupation _____

Address _____

2. Signature of witness _____

(Head of Office)

Occupation _____

Designation

Address _____

(with Stamp)

The declaration should be witnessed by two persons, of responsibility in the town, village or pargana in which the applicant resides.

Authority Letter to Recover Govt. Dues from Pension

I hereby authorise _____ to recover any Govt. dues such as overpayment of pay, allowances, leave salary or admitted and obvious dues such as house rent, postal life insurance premium, outstanding house building advance, travelling allowances and other advances or any amount, if any discrepancy is found recoverable from me at any stage from my pension.

Attested

Signature _____

(Head of Office)

Designation _____

Declaration Regarding Non-Receipt of Pension or Death-cum-Retirement Gratuity

I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

Attested

Signature _____

(Head of Office)

Designation _____

Declaration Regarding Anticipatory Pension

"Whereas the (here state the designation of the authority sanctioning the advance) has consented provisionally to advance me the sum of Rs..... a month anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension, I hereby acknowledge that in accepting the advance, I fully understand that my pension is subject to revision on the completion of necessary formal enquiries and promise to raise no objection to such revision on the grounds that the provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled."

Attested

Signature.....

(Head of Office)

Designation.....

Certificate Regarding Military Service

Certified that I have not rendered any military service, nor have received any pension or gratuity.

OR

Certified that I have rendered military service, and have received pension/gratuity. Details as follows:

1. Total period of military service
Date of Commencement and end
of each period of military service.
2. Amount and nature of any pension/gratuity
received for the military service.

Attested

Signature.....

(Head of Office)

Designation.....

No Dues Certificate

Certified that there is no term advances and other advances outstanding/pending against
Name.....

Designation.....

Date of Retirement.....

Date of Birth.....

(Signature of Head Office)

No Complaint/Enquiry Certificate

Certified that there is no Complaint/Enquiry pending against
Name.....

Designation.....

Date of Retirement.....

Date of Birth.....

(Signature of Head of Office)

Certificate of Verification of Service for Pension

Certificate that Sh./Smt./Km.....
Designation.....has completed a qualifying service ofyears
.....months.....days as on..... (date). The service has been verified on
the basis of his service documents an in accordance with the rules regarding qualifying service in force at
present. The verification of service shall be treated as final and shall not be reopened except when
necessitated by a subsequent change in the rules and orders governing the conditions under which the
service qualifies for pension.

(Signature of Head of Office)

Details of Members of Family

Name.....		Designation.....			
S.No.	Name	Age	Marital Status	Relation	Date of Birth
1	2	3	4	5	6

Particulars of Height/Identification Marks

Name.....Designation.....

Particulars of Height.....

Personal Marks of Identification.....

Attested

.....

.....

(Signature)

Designation with Stamp

Particulars of Height/Identification Marks

Name.....Designation.....

Particulars of Height.....

Personal Marks of Identification.....

Attested

.....

.....

(Signature)

Designation with Stamp

Address for Correspondence

Present Address.....

.....

.....

Address after Retirement.....

.....

.....

Address for Correspondence

Present Address.....

.....

.....

Address after Retirement.....

.....

.....

Specimen Signatures/left hand thumb and finger impressions

Name _____ Designation _____

Specimen Signatures

1. _____ 2. _____

OR

Left hand thumb and finger impressions (In case the pensioner is illiterate):

(Little Finger) (Ring Finger) (Middle Finger) (Index Finger) (Thumb)

Attested

Signature _____

Designation _____
(with Stamp)

Specimen Signatures/left hand thumb and finger impressions

Name _____ Designation _____

Specimen Signatures

1. _____ 2. _____

OR

Left hand thumb and finger impressions (In case the pensioner is illiterate):

(Little Finger) (Ring Finger) (Middle Finger) (Index Finger) (Thumb)

Attested

Signature _____

Designation _____
(with Stamp)

Last Pay Certificate L.P.C

Office of the _____

No _____

Office case _____ (Provincial)

Last Pay Certificate of _____

of the _____ proceeding on
to _____

2. He has been paid upto _____
at the following rate:-

PARTICULARS	RATE	
	Rs.	P.
Substantive Pay		
Officiating Pay		
Exchange Compensation Allowance		

Deductions

3. He has made over charge of the office of _____
on the _____ noon of the _____ 19 _____

4. Recoveries are to be made from the pay of the Government servant as detailed on the reverse.

5. He has been paid leave salary as detailed below. Deductions have been made as noted on the reverse:-

Period			Rate	Amount
From	to	at	Rs.	a month
From	to	at	Rs.	a month
From	to	at	Rs.	a month
From	to	at	Rs.	a month

6. He is entitled to draw the following scale of pay _____
increment accrues on _____ every year.

7. He is also entitled to joining time for _____ days.

8. The details of the income tax recovered from him upto the date from the beginning of the current year are noted on the reverse.

Dated _____ 19 _____

Head of Office/Deptt

DETAILS OF RECOVERIES

Name of recovery _____

Amount: Rupees _____

To be recovered in _____ installments

SALARY DEDUCTIONS MADE FROM LEAVE SALARY

From to On account of Rs.

From to On account of Rs.

From to On account of Rs.

Head of Office/Deptt
Signature with Stamp

Name of months	Pay	Gratuity Fee	Funds and Other Deductions	Amount of Income-tax recovered	Remarks
April 19					
May 19					
June 19					
July 19					
August 19					
September 19					
October 19					
November 19					
December 19					
January 19					
February 19					
March 19					

He tookover/assumed of the office of _____

on the _____ noon of _____

(Signature)
(Designation)

Form PEN 12-A (See Rules 11.1, 11.11, 11.18, 11.19, 11.20, 11.21)

Form of application for COMMUTATION OF A FRACTION OF PENSION

Without medical examination

(To be submitted in duplicate after retirement but within one year from 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 furnish below the relevant particulars and request that I may be permitted to cummute a part of my pension as indicated below: -

1. Name (in Block letters) _____

2. Father's Name _____

Husband's name (in case of female Govt. employee) _____

3. Designation at the time of retirement _____

4. Name of Office/Department 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)

9*. Fraction of pension proposed to be commuted _____

10. Designation of the Accounts Officer _____

who authorized the pension and No. and date of Pension Payment Order, if issued

11. 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 Nationalised _____

Bank with complete _____

Postal address _____

ii) Bank Account No. _____

to which monthly pension is being credited each month.

Place _____ Signature _____

Date _____ Postal Address _____

Note: - The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn. It is not open to an applicant to draw the commuted value of pension from disbursing authority other than the disbursing authority from which pension is being drawn.

** The applicant should indicate the fraction of the amount of monthly pension (subject to the maximum of one-third thereof), which he desires to commute, and not the amount in rupees.*

*** Score out which is not applicable.*

PART III

No _____

Dated _____

Forwarded to the Accounts Officer, (here indicate the address & 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 fraction 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 _____ (Rupees _____)
- iv) The amount of residuary pension after commutation will be Rs _____ (Rupees _____)

2. It is requested that further action to authorize the payment of the amount of commuted value of pension may please be taken in accordance with Rule 11.21 of these rules.

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 namely _____

Place _____

Signature

Date _____

Head of Office

------(Detach from here)-----

PART II

Acknowledgement

Received from Shri/Smt _____ (Name & former designation) Application in Part I of Form 12-A for the Commutation of a fraction 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 & handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgment sent under registered over.