

FORMAL APPLICATION
For Revision of Pension D.C.R.G., and Commutation

From:

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.....
.....;

To

The Accountant General
Hyderabad,Andhra Pradesh.

(THROUGH PROPER CHANNEL)

Sir,

Sub: Revision of Pension due to revision of pay of Sri/Smt.....

.....

Ref: 1)Your P10.....

2)Proceedings Rc.No.....

-X-X-X-

I submit that, I have retired from service with effect from the A.N. of.....

As my date of birth being from O/O

..... **My pension and Death cum-retirement gratuity**

have been admitted as per the reference 1st cite. But at a latter date my pay was refixed

as per G.O.Ms.No.....

**Hence I request you kindly to revise my pension ,D.C.R.G. and Commutation at an
Early date.**

Yours faithfully

Station:.....

Date:.....

Retired Employee P.P.O.No.

Revised Part-II (A) Information to be filled up by the Pension Sanctioning authority

1. Name of the Government servant and post held :.....
2. Father's name/Husband's Name :.....
3. Name of the applicant :.....
(in case of death of Government servant)
4. Date of Birth of Government servant :.....
5. Date of entering in to service :.....
6. Date of retirement /death :.....
7. Designation and office from which the Government servant retires/retired/died. :.....
8. The Rule Applicable:

The relevant Rule under the AP Revised Pension Rule,1980 applicable(tick the rule numbers(s) applicable and strike out the rest)

Rule 33 Superannuation Pension(Rule 42)
 Rule 34 Retiring Pension(Rule 43/44)
 Rule 35 Pension on absorption under a incorporation
 Rule 37 Invalid Pension
 Rule 38 Compensation Pension.
 Rule 39 Compulsory Retirement Pension

Rule 40 Compassionate Allowance
 Rule 43 Retirement on completion of 20years of qualifying service
 Rule 44 retirement on completion of 33 years of qualifying service
 Rule 46 Retirement Gratuity
 Rule 50 Family Pension.

9. TOTAL SERVICE : (6-5)

10. Periods of Non-Qualifying Service	YEARS	MONTH	DAYS
a) E.O.L
b) Suspension Period
c) Dies – non
d) Boys service
e) Any other service not qualifying for pension
Total Non-Qualifying Service(a to e)			
11. Net qualifying Service (9-10)			
12. Weightage, if any			
13. Total Qualifying Service for calculation of Pension(11-12)			
14. (a) Last pay drawn (Rule 31,46(4),50(12)(c)of APRPRs 1980) Para 4 of G.O.Ms.No.87,Fin&Plg.(FW.Pen-I)Dept.,dated:25-5-1998) (b) Pay after sanction, of increment due on the day following his retirement As per G.O.Ms.No.235 Fin & Plg(FW.FR.II)Dept. dated:27-10-1998.			
15. Calculation of Service pension/Service Gratuity(Rule 45 of APRPRs, 1980)			
16. Calculation of Retirement gratuity (Rule 46 of APRPs,1980)and G.O.Ms.No.14 Fin.&Plg. (FW-Pen-I) Dept, dated:30-1-99.			
17. Calculation of Family Pension (a) Enhanced Family Pension (b) Normal Family Pension			
18. Period of payment of pension a) Service Pension b) Enhanced Family Pension c) Normal Family Pension	As applicable to the case under consideration From..... till death From.....To..... From.....To.....		

19. Government dues to be recovered in respect of	Principle	Interest	Total
a) House Building Advance			
b) Motor Car/Cycle Advance			
c) Marriage Advance			
d) Advance Leave Salary			
e) Advance Salary on Transfer			
f) Dues on Account of Government Quarters			
g) telephone /Trunk Call Charges			
h) festival Advance			
i) Education Advance			
j) Computer Advance			
k) Other Government Dues			
T O T A L			

Note: Information with conditions will not be accepted by the Pension Issuing Authority Amounts for recovery Should be specified and should be in whole rupees. Absence of information will be understood as no dues for recovery.

20. Revised LPC is enclosed YES

Signature of the correspondent

**REVISED PART –II (B)
SANCTION OF PENSION**

a. Certificate of competency of accord sanction (Applicable in case of sanction of Pension to Non-Gazetted officers including class-IV Employees):

(i) I declare by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated vide G.O.Ms.No.262 Fin.&Plg.(FW-PSC)Department,dt:23-11-1998.

OR

(ii) I am the next Gazetted Authority in the hierarchy to the Head of the office in this case who is a Non-Gazetted officer and hence. I am competent to accord sanction under the powers delegated vide G.O.Ms.No.262, Fin. & Plg (FW-PSC) Department dated:23-11-1998.

(Strike off whichever is not applicable)

b. Sanction Order:

Pensionary benefits including commutation found admissible under the rules may be authorised. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending/contemplated against retiring/retired government servant to whom I am the authority for sanction of pension.

	Revised	Already Released	Balance
(i) Service Pension	:Rs.....
(ii) Retiring Gratuity	:Rs.....
(iii) Commutation	:Rs.....
(iv) Family Pension	:		
(a) Enhanced Family Pension	:Rs.....
(b) Normal Family Pension	:Rs.....

Office Seal:

Date:

Signature and designation of Pension Sanctioning Authority

REVISED LAST PAY CERTIFICATE

1. Last Pay Certificate Sri/Smt.....

2. He/She was paid upto.....at the following rates.

PAY : @.....Rs.....P.M.

D.A : @.....Rs.....P.M

H.R.A : @.....Rs.....P.M

3. He made over charge of the officer of.....on
the after-noon/of.....
and retired from service.

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

5. He has been paid leave salary as detailed below, Deductions has been made on the reverse.

<u>Period</u>	<u>Rate</u>	<u>Amount</u>
Fromto.....	@ Rs.....	A month.....
Fromto.....	@ Rs.....	A month.....
Fromto.....	@ Rs.....	A month.....
Fromto.....	@ Rs.....	A month.....

6. He / she is entitled to draw the following:

Signature of the Certifying Ofiicer.

NO DUES CERTIFICATE

Certified that No amounts are due from Sri/Smt.....

.....who retired service

on the after-noon/of.....

Signature of the Certifying Officer