

# REQUIREMENT OF SERVICE/FAMILY PENSION CALCULATION

- 1.Name & Designation of the Rtd. Employee : Sri/Smt. \_\_\_\_\_
2. Last Place of Working Institutiion : \_\_\_\_\_
3. Name of the Father/Husband's Name :Sri/Smt. \_\_\_\_\_
- 4.Name of the Applicant(If Employee is Death) : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date of Joining Service : \_\_\_\_\_
7. Date of Retirement / Death : \_\_\_\_\_
8. Permanent & Temporary Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9.Bank A/C.Particulars with IFSC & MICR Code : \_\_\_\_\_  
\_\_\_\_\_
- 10.Treasury / CFMS I.D & Cell NO. : \_\_\_\_\_
10. Z.P.P.F / G.P.F / PRAN Account No. : \_\_\_\_\_
11. Aadhar No. : \_\_\_\_\_
- 12.PAN No. : \_\_\_\_\_
- 13.D.D.O Name & Designation : \_\_\_\_\_
14. D.D.O TAN No. : \_\_\_\_\_
15. Two Persons Witness Particulars : 1) \_\_\_\_\_  
2) \_\_\_\_\_
16. Spouse Moles: \_\_\_\_\_

## FAMILY MEMBERS PARTICULARS

S.No.	Name of the Member	Relation	Date of Birth	Maried or not	Employee or Not
1					
2					
3					
4					
5					

SIGNATURE

# RETIREMENT BENEFIT ENTRIES( ON Superannuation)

## A) RETIREMENT ENTRY

Asper Proceedings Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of DEO, \_\_\_\_\_ he / she was / will be Retired from his / her Service on the AN of \_\_\_\_\_ after attaining the Age of 60 Years on Superannuation.

## B) GIS CONTRIBUTION ENTRY

Asper Proceedings Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of DEO, \_\_\_\_\_ he / she was / will be Retired from his / her Service on the AN of \_\_\_\_\_. During his / her Service he / she was contributed under the GIS and the same deducted amount was remitted to AP State GIS Head of A/c. The Particulars are as follows:

### DETAILS OF CONTRIBUTION

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.20/- PM

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.30/- PM

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.60/- PM

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.120/- PM

The above particulars are found correct as per records.

## C) GIS FINAL CLAIME PARTICULARS

According to the Proceedings Rc.No. \_\_\_\_\_ Dt: \_\_\_\_\_ of DEO, \_\_\_\_\_ & Rc.No. \_\_\_\_\_ Dt.: \_\_\_\_\_ of HM / MEO, \_\_\_\_\_ he / she retired from his / her Service on the AN of \_\_\_\_\_. And he / she contributed under the GIS during his / her service and remitted to State GIS Head of Accounts. Contributions particulars are as follow :

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.20/- PM

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.30/- PM

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.60/- PM

From \_\_\_\_\_ To \_\_\_\_\_ @ Rs.120/- PM

The above said Contribution units Amount calculated as per the G.O.Ms.No. \_\_\_ Fin. Deptt. Dt. \_\_\_\_\_ Tables and GIS Closure Amount Rs. \_\_\_\_\_/- (Inwords \_\_\_\_\_)Sanction and drawn from concerned Head of Account and the same amount paid to Concerned Individuals.

### D) E.L's FINAL CLAIME PARTICULARS

According to the Proceedings Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of HM/MEO \_\_\_\_\_ & G.O.Ms.No.232 Fin.Deptt. Dt.16/9/2005 the incumbent was retired on \_\_\_\_\_ on that date the incumbent has a balance of E.L's \_\_\_\_\_ Days in his/her E.L's Account. So, The above said Total Balance of E.L's Encashed and paid to the incumbent and also close his / her E.L's Account.

### E) H.P.L's FINAL CLAIME PARTICULARS

According to the Proceedings Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of HM / MEO \_\_\_\_\_ &G.O.Ms.No.148 Fin.Deptt. Dt.21/8/2017 the incumbent was retired on \_\_\_\_\_ on that date the incumbent has a balance of H.P.L's \_\_\_\_\_ Days in his / her H.P.L's Account. From this Balance Account he / she only eligible H.P.L \_\_\_\_\_ Days are Encashed and paid to the incumbent and also close his / her H.P.L's Account.

### F) NOTIONAL AGI SANCTIONED (As per GO No.235)

According to the Proceedings Rc.No. \_\_\_\_\_ Dt. \_\_\_\_\_ of HM/MEO \_\_\_\_\_ &G.O.Ms.No.235 Fin.Deptt. Dt.27/10/1998 Sanctioned Annual Grade Increment his / her pay is raised from Rs. \_\_\_\_\_/- to Rs. \_\_\_\_\_/- only for purely Notional Pensionary Benefits purpose only because of where an Employee's date of increment falls due on the next day following his / her retirement

### G) PENSION BENEFITS CERTIFICATES

1. Certified that All the Schools in which he / she worked were Recognised Institutions by the Government.
2. Certified that there are NO-DUES to be recovered from the incumbent.
3. Certified that there are NO-PENDING charges against the incumbent.
4. Certified that there are NO-INTERRUPTIONS in service from \_\_\_\_\_ to \_\_\_\_\_ (Upto Retirement / Pension Proposals Date)
5. Certified that he / she was / will be retired from his / her service on the AN of \_\_\_\_\_ after attaining the Age of 60 Years on Superannuation.
6. Certified that I have verified the Service with references to pay rolls, Pay Fixations including AAS, Appointments / Pay Fixations from time to time till the Date of Retirement and found correct Vide Govt.Memo No. 42/PSC/2012 Fin.(PSC) Deptt. Dt.17/02/2012.