

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

REQUIRED DOCUMENTS FOR PROPOSALS OF SERVICE / FAMILY PENSION

**** FOR SERVICE PENSION PROPOSALS :**

1. Retirement Copy issued by Appointment Authority(DEO/RJD)
2. Aadhar and PAN Card
3. Bank Pass Book First Page
4. Pay Slip for the Last Month of Retirement Date
5. Passport Size Photos 1) Employees – 16 2) Joint Phot with Spouse – 5
6. Service Register All Entries upto date.
7. ZPPF Slip (upto Last Date Recovery Month)
8. APGLI Original Bonds for Closure Purpose

**** FOR FAMILY PENSION PROPOSALS (If Employees Expired)**

1. Death Certificate of Employee issued Concerned Authority
2. Family Members Certificate issued Concerned MRO
3. Proper Person Certificate issued Concerned MRO
4. Bank Pass Book (First Pages) of Spouse
5. Aadhar Cards for Two Persons (Death Employee+Spouse)
6. Pan Cards for Two Persons (Death Employee+Spouse)
7. Family Members Moles If Age Above 18 years Members (SSC)
8. Passport Size Photos 1) Spouse – 16 2) 18 Yrs. Above Member-5
9. Pay Slip for Last Payment (Upto Date of Death)
10. ZPPF Slip (upto Last Date Recovery Month)
11. APGLI Original Bonds for Closure Purpose
12. Service Register All Entries upto date.

**** FOR JOB UNDER COMPASSIONATE APPOINTMENT**

1. NO ERNING MEMBER & FINANCIAL STATUS CERTIFICATE issued by RDO
2. Job Eligibile Members All Educational Documents & Other Docuements

NOTE:Not Eligible If Any Members of Family Doing Job & Not Getting Service/Family Pension

By D.Deva Ratnam SA(Maths) ZPHS LENINNAGAR - 9949407437

E.L'S & H.P.L'S ENCAHSMENT ARREARS STATEMENT DUE TO RETIREMENT / DEATH CASES
in respect of Sri / Smt. _____

Date of Joining Service: _____ Date of RETIRED/Death: _____

TOTAL SERVICE UPTO RETIREMENT / DEATH

Date of RETIREMENT: ___ D ___ M ___ Year ___ Years ___ Months ___ Days

Date of Joining : ___ D ___ M ___ Year (___ Months & ___ Days)

TOTAL SERVICE : ___ D ___ M ___ Years Total Days: _____

Upto BIFURCATION i.e., 01/06/2014

01D / 06M / 2014Y

Date of Joining ___ D / ___ M / ___ Y

SERVICE: ___ D / ___ M / ___ y

(___ Months & ___ Days) Total Days: _____

AFTER BIFURCATION i.e., 02/06/2014

Date of Retd./Death: ___ D / ___ M / ___ Y

02D / 06M / 2014 Y

SERVICE: ___ D / ___ M / ___ y

(___ Months & ___ Days) Total Days: _____

ABSTRACT OF SERVICE PARTICULARS

From _____ To 01/06/2014: ___ Y ___ M ___ D (___ M & ___ D): _____ Days

From 02/06/2014 To _____: ___ Y ___ M ___ D (___ M & ___ D): _____ Days

From _____ To _____: ___ Y ___ M ___ D (___ M & ___ D): _____ Days

E.L'S & HPL'S BALANCE PARTICULARS UPTO RETIRED / DEATH

<u>PARTICULARS</u>	<u>Total</u>	<u>Eligible of Encashment</u>	<u>Remarks</u>
No. of E.L's Balance as on _____	_____	_____	_____
No. of H.P.L's Balance as on _____	_____	_____	_____
TOTAL	_____	_____	_____

LAST PAY DRAWN PARTICULARS AS ON RITERED / DEATH

Basic Pay: Rs. _____ D.A@ (_____ %): Rs. _____ PP Rs. _____
HRA @ (_____ %): Rs. _____ Others _____ GRAND TOTAL :Rs. _____/-

1. EARNED LEAVE AMOUNT CLAIMED

Period	Pay	+	PP	+	DA	+	HRA	=	TOTAL
___ Days (___ M)	_____	+	_____	+	_____	+	_____	=	_____
___ Days	_____	+	_____	+	_____	+	_____	=	_____
___ Days TOTAL	_____	+	_____	+	_____	+	_____	=	_____

2. HALF PAY LEAVE AMOUNT CLAIMED

Period	Pay	+	DA	=	TOTAL
___ Days (___ M)	_____	+	_____	=	_____
___ Days	_____	+	_____	=	_____
___ Days TOTAL	_____	+	_____	=	_____

ABSTRACT

EL AMOUNT Rs. _____

HPL AMOUNT RS. _____

TOTAL RS. _____

****BILLS CLAIMED PARTICULARS** (Vide Memo No.196330-C/86/A2/HRM.V/2016 Fin.Deptt. Dt.17-10-2016)

First Bill (AP&TS 2071-01-115-00-14-002) – Upto BIFURCATION (_____ Days) Rs. _____

Second Bill (AP 2071-01-115-00-24-002) – After BIFURCATION (_____ Days) Rs. _____

* Treasury ID: _____ TOTAL (_____ Days) Rs. _____

* CFMS ID: _____

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.

FAMILY BENEFIT ENTRIES(ON Death)

A) DEATH ENTRY

As per Death Certificate issued by the Panchayat Secretary / Municipal Commissioner _____ with L.Dis.NO. _____ Dt: _____ he / she was expired on _____ while in service.

B) PROPER PERSON CERTIFICATE

Certified that Sri / Smt. _____ W/O. H/O. Sri / Smt. _____ (Late) resident of _____ is the Next Proper Person to received Family Pensionary Benefits if any from Govt. And Bank of his / her spouse Sri / Smt. _____ who died on _____ while in service as per Certificate issued by the Talhsildar, _____ with Rc.No. _____ Dated: _____

C) GIS CONTRIBUTION ENTRY

As per Death Certificate issued by Panchayat Secretary / Municipal Commissioner _____ she / he expired on _____ while in service. _____ .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.

D) GIS FINAL CLAIME PARTICULARS

According to the Proceedings Rc.No. _____ Dt: _____ of HM / MEO _____ & Death Certificate issued by the Panchayat Secretary / Municipal Commissioner _____ he / she expired on _____ while in service. And he / she contributed under the GIS during his / her service and remitted to State GIS Head of A/cs. Contrinbutios 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 A/c.and the same amount paid to Sri / Smt. _____ as per Proper Person Certificate issued by the Tahsildar _____.

D) E.L's FINAL CLAIME PARTICULARS

According to the Proceedings Rc.No. _____ Dt. _____ of HM/MEO _____ & G.O.Ms.No.234 Fin.Deptt. Dt.10/8/2006 the incumbent was expired on _____ while in service 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 concerned Proper person only 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 expired on _____ while in service 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 of H.P.L _____ Days are Encashed and paid to the concerned proper person only and also close his / her H.P.L's Account.

F) PENSION BENEFITS CERTIFICATES

1. Certified that All the Schools in which he / he worked were Recognised Institutions by the Government.
2. Certified that there are NO-DUES to be recovered from the deceased Employee.
3. Certified that there are NO-PENDING charges against the deceased employee.
4. Certified that there are NO-INTERRUPTIONS in the service of the deceased employee during the period from _____ to _____ (Upto Death)
5. Certified that he / she was expired on _____ while in service as per Death Certificate issued by the Concerned Authorities.
6. Certified that Sri/Smt. _____ H/O.W/O.Sri/Smt. _____ (Late) is the Nexe Proper Person to received Family Pensionery Benefits due to his / her spouse Sri/Smt. _____ who died on _____ while in service as per Certificate issued by the Concerned Authorities.
7. 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 Death and found correct Vide Govt.Memo No. 42/PSC/2012 Fin.(PSC) Deptt. Dt.17/02/2012.