

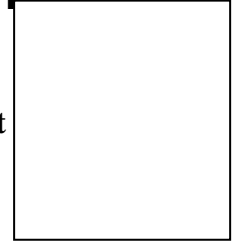
**FORM OF APPLICATION FOR
SERVICE PENSION / FAMILY PENSION / RETIREMENT
GRATUITY / SERVICE GRATUITY / COMMUTATION**

(To be Furnished in Duplicate)

Part – I Information to be furnished by the Government Servant / Applicant

(The Pension Sanction Authority shall forward the application duly processed to the AG (A&E) /
LF Authority within a period of 30 days.)

(As per Govt. Circular Memo No.13910/90/A1/PSC/04 Fin (PSC) Dept, Dt.21-06-2004
& G.O.Ms.No.111 FINANCE(HRM.VI)DEPARTMENT Dated: 03-09-2015)



| | | |
|--|--|------------------|
| 1. a) Name of the Government Servant : | | |
| b) Post held: | | |
| 2. Name of the Applicant : (in case of death of government servant) | | |
| 3. Permanent Address : | | |
| 4. Employee I.D.Number | | |
| 5.GPF Account Number | | |
| 6.PAN Card No. | | |
| 7.Aadhaar No. | | |
| 8.IFS Code and MICR Code of the Bank Where payment is opted. | | |
| 9. Address after retirement : | | |
| 10. Commutation of pension a) Whether willing to commute 40% of monthly pension, subject to A.P Civil Pensions (Commutation) Rules, 1944. | | |
| b) If the answer is "NO" specify the fraction less than 40% | | |
| 11.a) Name of the Pension Disbursing Authority i.e., Treasury Officer/Pension Payment Officer. | Name of the Bank & Branch | S.B. Account No. |
| | b) Name of the paying Bank from where pension payment is desired by the Pensioner / Family pensioner Gratuitant. | |

Note: Consequent on the issue of orders in G.O.Ms.No. 158Fin.& Plg.(FW.Pen.I)Dept., Dt.16.9.99 enhancing the maximum pension that can be commuted upto 40% w.e.f.1.4.1999, this 1/3 rd was to be changed as 40% at both the places.

12. LIST OF FAMILY MEMBERS

| (a) | (b) | (c) | (d) | (e) Marital / Employment status of the Children of the applicant / deceased Government servant | |
|------|---------------------------|---------------|--------------------------------------|--|---|
| S.No | NAME OF THE FAMILY MEMBER | Date of Birth | Relationship with government servant | Married or unmarried. Date of marriage if married | Whether employed or not. Give details of employment |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Instructions :

1. The Government servant is instructed to fill up the proforma very carefully as the data furnished is vital for sanction of family pension. He/she may note that alterations of the data furnished at a later date is not permissible
2. The “ family” for the purpose mean “wife” or “husband” as the case may be, “sons” and “unmarried daughters” as laid down in rule 50(12) (for Family Pension) and rule 46(5)(for gratuity) of AP Revised Pension Rules, 1980.
3. In case of death while in service of Government servant, the answer “Married” in case of daughters will be understood that the daughter is already married as on the date of death of the Government servant

DECLARATION

1. I undertake to refund the amount of Pension, Gratuity and commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the Rules.
2. I solemnly affirm that the particulars given by me in part – 1 at item 12 are correct and true to the best of my knowledge. If found false in future, I am liable for suitable action as may be taken by the Government.
3. The particulars given above are correct and true to the best of my knowledge. If found false in future I may be liable for any action that may be taken by the Government.

Place :
Date :

Signature of the
Government servant / Applicant

To be filled in by the Head of the Office

1. Applicant for pension / gratuity Etc. in Part – I is received on.....(Date to be recorded).
2. Certified that the person / persons mentioned by the Government servant / Applicant in item 12 of Part-I are legally entitled to receive the pension / share in Gratuity.
3. Guardianship certificate : (to be filled in wherever necessary)

This is to certify that the following minors of the deceased Government servant Late

Sri / Smt.....is / are under the guardianship of

Sri / Smt.....

| S.No | Name | Date of Birth |
|------|------|---------------|
| | | |
| | | |
| | | |

Signature of the Head of the institution

Place :
Date :

Office Seal :

Part – II (A) Information to be filled up by the Pension Sanctioning authority :: 3 ::

| | |
|--|--|
| 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 into service : | |
| 6. Date of retirement / death : | |
| 7. Designation and office from which the Government servant retires / retired / died : | |
| 8. TAN of th e DDO | |
| 9. Signature of the DDO | |

10. The rule applicable :

(a) The relevant Rule under the A.P Revised Pension Rules. 1980 applicable (tick the rule number(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 corporation | Rule 37 Invalid Pension |
| Rule 38 Compensation Pension | Rule 39 Compulsory Retirement Pension |
| Rule 40 Compassionate Allowance | Rule 43 Retirement on completion of 20 years of qualifying service |
| Rule 44 Retirement on completion of 33 years of qualifying service; | Rule 46 Retirement Gratuity; Rule 50 Family Pension |

| | | | |
|--|---|---------------|-------------|
| (b) Whether ANTICIPATORY PENSION is being Sanctioned in terms of Rule 51 | YES / NO | | |
| (c) Whether PROVISIONAL PENSION is being Sanctioned in terms of Rule 9(4) read with Rule 52 | YES / NO | | |
| (d) Any other rule applicable | A.P.Civil Pension(Commutation)Rules, 1944 | | |
| 11. TOTAL SERVICE (6-5) | Years | Months | Days |
| 12. Periods of non – qualifying service | | | |
| a) E.O.L | | | |
| b) Suspension period | | | |
| c) Days – non – Break Period | | | |
| d) Boy service | | | |
| e) Any other service not qualifying for person | | | |
| Total Non – Qualifying Service (a to e) | | | |
| 13. Net qualifying service (11-12) | | | |
| 14. Weightage, if any (As per G.O.No. 100, Dt. 6-4-2010.) | | | |
| 15. Total qualifying service for calculation of pension(13+14) | | | |
| 16. a) List pay drawn(Rule 31, 46(4), 50(12) (c) of APRPRs. 1980) Para 4 of G.O.Ms.No.87, Plg.(FW.Pen.I)Dept Fin &., Dt.25-5-98. | BASIC PAY : Rs. Scale of Pay: Under Revised Pay Scales: | | |
| b) Pay after sanction, of increment due on the due following his retirement as per G.O.Ms. No. 235 Fin&Plg (FW.F.R.II) Dept. Dated 27-10-98. | | | |
| 17. Calculation of service pension / service Gratuity (Rule 45 of APRPRs. 1980) | | | |
| 18. Calculation of Retirement gratuity(Rule 46 of APRPRs.1980) | | | |
| 19. Calculation of Family Pension | As applicable to the case under consideration | | |
| a) Enhanced Family Pension | | | |
| b) Normal Family Pension | | | |
| 20. Period of Payment of Pension | As applicable to the case under consideration | | |
| a) Service Pension | From | To Till Death | |
| b) Enhanced Family Pension | From | To | |
| c) Normal Family Pension | From | To | |

| 21. Government Dues to be recovered in Respect of | Principal | Interest Interest | Total Total |
|--|------------------|--------------------------|--------------------|
| a) House Building Advance | 00 | 00 | 00 |
| b) Motor Car / Cycle Advance | 00 | 00 | 00 |
| c) Marriage Advance | 00 | 00 | 00 |
| d) Advance Leave Salary | 00 | 00 | 00 |
| e) Advance Salary on Transfer | 00 | 00 | 00 |
| f) Dues on Account of Government Quarters | 00 | 00 | 00 |
| g) Telephone / Trunk Call Charges | 00 | 00 | 00 |
| h) Festival Advance | 00 | 00 | 00 |
| i) Education Advance | 00 | 00 | 00 |
| j) Computer Advance | 00 | 00 | 00 |
| k) Other Government Dues | 00 | 00 | 00 |
| Total | 00 | 00 | 00 |

Note: Information with condition will not be accepted by 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.

22. L.P.C is enclosed / LPC will be sent After retirement :

CERTIFICATE

(As per Cir.Memo.No.42/PSC/2012, Dt.17/02/2012 of Finance (PSC)Department)

Certified that in the capacity of pension sanctioning authorities, that they have verified the services with reference to pay rolls, pay fixations, including the automatic advancement schemes, appointments/pay fixations from time to time till the date of retirement.

PENSION SANCTIONING AUTHORITY.

PART – II (B)

Sanction of Pension

a) **Certificate of competency to accord sanction (Applicable in case of sanction of Pension to Non – Gazetted officers Including Class – IV Employees) :**

i) I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated modified orders issued by G.O.Ms.No.132, F&P(FW.PSC)Dept. Dt. 18/9/2000 and read with G.O.Ms. No. 262, Finance & Planning (FW – PSC) Department dated. 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 modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department Dt.18-9-2000 and read with vide G.O.Ms. No. 262. Finance & Planning (FW- PSC) Department dated 23-11-1998& G.O.Ms.No.208 Fin.(PSC) Dept., Dt.04/06/2010.

(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.

c) Name of the beneficiary :

- i) Service Pension : Rs.
- ii) Retiring Gratuity : Rs.
- iii) Commutation : Rs.
- iv) Family Pension :
- a) Enhanced Family Pension : Rs.
- b) Normal Family Pension : Rs.
- v) Under Revised Pay Scales : PRC _____

Office Seal with Date

Signature and designation of the
Pension sanction authority

Note – 1 : This is to be prepared in duplicate by the pension sanction authority. One for the record of pension sanctioning Authority and the other one to be sent to accountant General / Local Fund Audit Officer.

Note – 2 : The pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the Government servant / Applicant in Part – 1.

Note – 3 : If the pensionary benefits are not to be released, part – II B(b) shall be struck off.

Note – 4 : If there is any like hood of delay, Anticipatory pension / Anticipatory Gratuity as per Rule 51 of A.P. Revised Pension rules 1980 shall be drawn and paid by the Head of office to the beneficiary without any delay

Note – 5 : Heads of Departments are those listed in Appendix – I mentioned in Article 6 of A.P. Financial code Volume – I/ Subsidiary Rule (32 (ii) of FR 9.

LAST PAY CERTIFICATE

1. Last Pay Certificates of Sri / Smt :

2. He / She was paid up to _____ : A.N at the following rates.

| | | | | |
|--------|---|----|-------------|--------------|
| Pay | : | @. | Rs _____ | P.M. |
| D.A. | : | @. | Rs .} _____ | as per Rules |
| H.R.A. | : | @ | Rs } _____ | as per Rules |
| I.R | : | @ | Rs. } | |

3. She made over charge of the office of _____

(on _____ the after-noon _____ and retired from service.

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

5. She has been paid leave salary as detailed below, Deduction has been made on the reverse.

N I L

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

N I L

Date :

Signature of the certifying officer,

NO DUE CERTIFICATE

CERTIFIED that NO amounts are due from Sri/Smt. _____

_____ MANDAL GUNTUR District Who Will be

retired from his service on the After-noon of _____.

Signature of the certifying officer,

APPENDIX

DETAILS OF RECOVERIES

Nature of Recoveries

Amount Rs

To be Recovered

DEDUCTION MADE FROM THE LEAVE SALARY

From **To** **on Account of** **Rs.**.....

From **To** **on Account of** **Rs.**.....

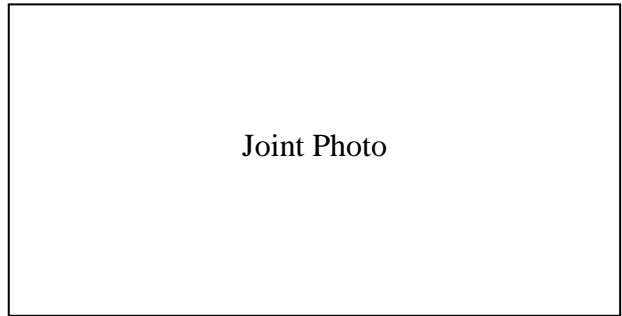
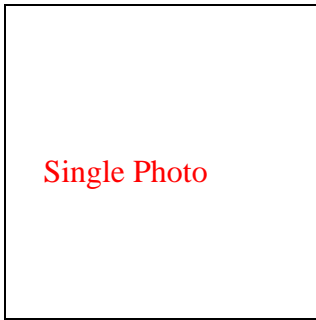
From **To** **on Account of** **Rs.**.....

From **To** **on Account of** **Rs.**.....

| Name of the Month | PAY | Gratuity Fee etc., | Funds & other Deductions | Amount of Income Tax recovered | Remarks |
|-------------------|-----|--------------------|--------------------------|--------------------------------|---------|
| APRIL | | | | | |
| MAY | | | | | |
| JUNE | | | | | |
| JULY | | | | | |
| AUGUST | | | | | |
| SEPTEMBER | | | | | |
| OCTOBER | | | | | |
| NOVEMBER | | | | | |
| DECEMBER | | | | | |
| JANUARY | | | | | |
| FEBRUARY | | | | | |
| MARCH | | | | | |

**ANNEXURE – I
DESCRIPTIVE ROLLS**

3. SPACE FOR PHOTOGRAPHS



Service Pensioner / Family Pensioner / Gratuitant/Guardian Handicapped Child. Joint Photo of service with Family pension Beneficiary/Guardian with Minor or Handicapped Child
(Attested has to be done across the Photos by a Gazetted Officer of A.P. Government in service)

B. SPECIMEN SIGNATURE OF :

i) Service Pensioner :
Specimen signature of SRI/SMT. _____
S/O. W/O. SRI/SMT. _____

1.

2.

3.

ii) Family pensioner / Gratuitant / Guardian of Minor or Handicapped child:-
Specimen Signature of SRI/SMT. _____
W/O. SRI/SMT. _____

1.

2.

3.

C. PERSONAL IDENTIFICATION MARKS OF :

i) Service pensioner :SRI/SMT. _____

1. _____

2. _____

ii) Family pensioner / Gratuitant / Guardian of Minor or Handicapped Child :

SRI/SMT. _____

1. _____

2. _____

:: 8 ::

d. Left hand thumb and finger impression of service pensioner / family pensioner / gratuitant / guardian of minor of handicapped child :

(to be given by illiterate or those unable to sign and for others it is optional)

| Details | Thumb finger | Fore finger | Middle finger | Ring finger | Little finger |
|--|--------------|-------------|---------------|-------------|---------------|
| Service Pensioner | | | | | |
| Family Pensioner Gratuitant / Guardian of Minor / Handicapped Child | | | | | |

Place :

Attested by
Signature :

Date :

Office seal :

Name:
Designation:

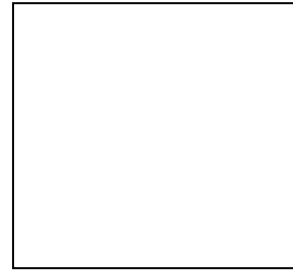
(Attestation has to be done by a Gazetted Officer of A.P State Government in Service)

Note : 3 copies will be forwarded to Accountant General / Local Fund Audit officer by pension Sanctioning Authority and one will be retained by the pension Sanctioning Authority.

PHOTOGRAPH OF PENSIONER & OTHER MARKS OF IDENTIFICATION

(As per Govt. Circular Memo No.13910/90/A1/PSC/04 Fin (PSC) Dept, Dt.21-06-2004)

2. SPACE FOR PHOTOGRAPH



Photograph ofduly attested by the competent Dept authority with their names written on the photograph (Paste one on the application from itself & 3 copies of their marks of identification) (this is 1 copy) (**As per Govt. Circular Memo No.13910/90/A1/PSC/04 Fin (PSC) Dept, Dt.21-06-2004**)

(Attestation has to be done by the competent department Authority with their name written on the photograph)

B. SPECIMEN SIGNATURE OF

i) PENSIONER /FAMILY PENSIONER

Specimen signature of SRI/SMT. _____

1.

2.

3.

C. PERSONAL IDENTIFICATION MARKS OF

i) Pensioner / Family Pensioner : SRI/SMT. _____

1. _____

2. _____

d. Left hand thumb and finger impression of pensioner / family pensioner /
(to be given by illiterate or those unable to sign and for others it is optional)

| Details | Thumb | Fore finger | Middle finger | Ring finger | Little finger |
|------------------------------------|-------|-------------|---------------|-------------|---------------|
| Pensioner// Family Pensioner | | | | | |

Place :

Attested by
Signature :

Date :

Office seal :

Name:
Designation:

(Attestation has to be done by a Gazetted Officer of A.P State Government in Service)

Note : 3 copies will be forwarded to Accountant General / Local Fund Audit officer by pension Sanctioning Authority and one will be retained by the pension Sanctioning Authority.

: : 1 1 : :
A N N E X U R E - I I
N O M I N A T I O N

(The Government servant may use separate forms, if he wishes to make different nominations for each type of payment mentioned below)

I here by nominate the person / persons mentioned below and confer on him / her / them the right to receive Life Time Arrears of Pension, Retirement Gratuity that may be sanctioned by Government, in the event of my death while in service and right to receive on my death Life Time Arrears of Pension. Retirement Gratuity, Commuted value of Pension. Death Relief having become admissible to me on retirement which may remain unpaid at my death.

| Name and Address of Nominee (s) | Relationship with Govt. Servant | Age | Amount of share payable to each in col. 1 | Contingencies on the happening of which the nomination shall become invalid. (Death need not be Mentioned) | Name and address relationship and age of the alternative nominee(s) to whom the right conferred on the nominee(s) on col. 1 shall pass in the event of the nomination to him/her/them becoming ineffective. | Amount of share payable in col. 6 |
|---------------------------------|---------------------------------|-----|---|--|---|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

This nomination supersedes the nomination made by me earlier on.

N.B : The Government servant shall draw lines across the blank space below the last entry to prevent insertions of any name after he/she has signed.

Dated this.....th.....day of at

Witness :

1. Signature :
 Name and Address:

Signature of the Government Servant
 Name .
 Designation:

Countersigned

2. Signature :
 Name and Address:

Signature of Head of Office / Department :
 Date:
 Name and Designation :

Office Seal :

Note 1: The Government Servant who has a family may nominate one member or more than one member of the family as defined in rule46(5) of Andhra Pradesh Revised pension rules,1980.

Note 2: The Government Servant who has no family may nominate a person or persons, or a body of individuals whether incorporated or not.

Note 3: The Government Servant may note that the nomination with the signature of two witnesses shall only have the legal validity of a WILL.

Note 4: The Nomination form is to be submitted by the employee in triplicate, one for use of the pension sanctioning Authority and two copies to be forwarded to the Account General / Local Fund Audit Officer.

Note 5: For the purpose of Rule 46,47,48 and 49 of revised Pension Rules, 1980 family in relation to a Govt. Servant means:

(i) Wife or wives in the case of a male Government Servant (ii) Husband in the case of a female Government Servant (iii) Sons including step sons, posthumous son and adopted sons(Whose personal law permits such adoption) (iv) Unmarried daughters including step daughters posthumous daughters and adopted daughters(Whose personal law permits such adoption) (v) Widowed daughters including daughters and adopted daughters (vi) Father including adoptive parents in the case of individuals whose personal law permits adoption (vii) Mother (viii) Brothers below the age of 18 years including step brothers (ix) Unmarried sisters and widowed sisters including step sisters (x) Married daughters and (xi) Children of a predeceased son.

