

From

HEAD MASTER,

\_\_\_\_\_ DISTRICT.

To

The Accountant General  
O/O. Accountant General ( A & E )  
HYDERABAD.

Rc.No. \_\_\_\_\_ / \_\_\_\_\_, Dated: \_\_\_\_\_.

Sir,

Sub:Education – Sec. Education - ZILLA PARISHAD SCHOOLS-\_\_\_\_\_ District.

SRI/SMT. \_\_\_\_\_

\_\_\_\_\_ Mandal – \_\_\_\_\_ Pension Proposals submitted - Req-Regarding.

Ref:1) This office Proceedings Rc.No. \_\_\_\_\_ / \_\_\_\_\_, Dated: \_\_\_\_\_.

2) Rc.No. \_\_\_\_\_, Dated: \_\_\_\_\_ of \_\_\_\_\_.

3) Go.No. 263, Fin.&Plg(PSC)Department, Dt.23/11/1998.

4) G.O.No.40 Education, Dated: 07-05-2002.

5) G.O.Ms.No.97 Fin,(PSC)Deptt., Dt:07/05/2014&G.O.Ms.No.111 Fin.(HRM.VI)Deptt.,Dt.03/09/2015.

6) Cir.Memo. No.113616-E/326/A2/HRM.V/2015, Dt:07/01/2016 of Finance Department.

7) Application of Sri/Smt. ....

-X-X-X-X-X-

I hereby forward the Pension Proposal in Triplicate, in respect of Sri/Smt. \_\_\_\_\_

who retired / is going to retire / expired on \_\_\_\_\_ along with the following documents.

S.No.	Details of documents	Enclosed or Not
1.	Application for Pension and Gratuity in Part-I duly signed by the applicant – in duplicate	YES / NO
2.	Calculation of Pension/Gratuity & Commutatiion etc., Part-II(A) – in duplicate	YES / NO
3.	Sanction of Pensionary Benefits Part – II(B) – in duplicate	YES / NO
4.	Details of Service in Combined / Successor States – Part-II(C) – in duplicate	YES / NO
5.	Descriptive Rolls with specimen signatures of applicants & attested across the photos by the State Government Gazetted Officer – in Quadruplicate	YES / NO
6.	Nominatiion form (for Retirement Gratuity, Life Time Arrears of Service Pension, Death Relief & Commuted Value of Pension) – in duplicate	YES / NO
7.	Declaration of Non-Receipt of any other pension - in duplicate	YES / NO
8.	Last Pay Certificate	YES / NO
9.	No-Dues Certificate	YES / NO
10.	Service Register _____ Volumes	YES / NO
11.	Death Certificate in case of Family Pension	YES / NO
12.	Family Members Certificate in case of Family Pension	YES / NO
13.	Certificate of Date of Birth – in case of F.P to Minor Child	YES / NO
14.	Guardian Ship certificate – in case of FP to Minor Children /Disable Children	YES / NO
15.	Any Other Certificate:	YES / NO
16.		YES / NO
17.		YES / NO

The reason for non-furnishing of the above required documents are:

S.No.	Serial No. Of the list above	Reasons for Non-Submission

The receipt of the Pension proposals along with Service Registers may please be acknowledged. Necessary orders authorising the pensionary benefits may please be issued at the earliest.

Copy to the Individual,  
Copy to the File

Yours faithfully,