

FORM No. 1

PARTICULARS TO BE OBTAINED BY THE HEADS OF OFFICE FROM THE RETIRING GOVERNMENT  
SERVANT EIGHT MONTHS BEFORE THE DATE OF RETIREMENT

- 1 NAME
- 2 DATE OF BIRTH
- 3 DATE OF RETIREMENT
- 4 Two slips containing two specimen signature each duly attested by a gazetted officer
- 5 Three copies of Passport size joint photograph with wife/husband duly attested by Head of Office (single photograph in case of unmarried or widow or widower)
- 6 Two slips each showing particulars of height and personal identification mark duly attested by a gazetted officer
- 7 PRESENT ADDRESS
  
- 8 Address after retirement  
(any subsequent change of address should be notified to the Head of Office)
  
- 9 Detail of Family Members in Form – 1A
- 10 Name of Treasury/Bank through which pension to be drawn

*Signature and seal*

FORM No. 1 - A

DETAILS OF FAMILY

NAME OF GOVERNMENT SERVANT

DESIGNATION

DATE OF BIRTH

DATE OF APPOINTMENT

Details of Members of my Family  
as on (date of retirement)

SL NO	NAME OF THE MEMBER OF THE FAMILY	DATE OF BIRTH	RELATIONSHIP WITH THE OFFICER	INITIALS OF THE HEAD OF OFFICE	REMARKS
1					
2					
3					

I hereby undertake to keep the above particulars up-to-date by notifying to the head of office any addition or alteration.

PLACE :

DATE :

*Signature of pensioner*

FORM No. 2

FORM FOR ASSESSING PENSION AND GRATUITY  
(to be submitted in duplicate if payment is desired in a different circle of accounting unit)

Part I

- 1 NAME
- 2 FATHER'S NAME  
(HUSBAND'S NAME IN CASE OF MARRIED LADY)
- 3 DATE OF BIRTH (BY CHRISTIAN ERA)
- 4 RELIGION
- 5 PERMANENT RESIDENTIAL ADDRESS SHOWING VILLAGE  
STREET, LANE, PINCODE, POLICE STATION, DISTRICT AND  
STATE
- 6 PRESENT OR LAST APPOINTMENT INCLUDING NAME OF  
ESTABLISHMENT AND DEPARTMENT
  - i) Substantiative
  - ii) Officiating, if any
- 7 DATE OF BEGINNING IN SERVICE
- 8 DATE OF ENDING SERVICE
- 9 a) Total Period of Military Service
  - b) Date of Commencement and each period of Military  
Service, if any
  - c) Amount and nature of any pension/gratuity received for  
the military service
- 10 Amount and nature of any pension/gratuity received for  
any previous civil service
- 11 Government under which service has been rendered in  
order of employment
- 12 Class of Pension applicable
- 13 The date on which action initiated to:
  - i) Obtain the No Demand Certificate from the Estate Officer/  
Executive Engineer PWD etc.
  - ii) Assess the service and emoluments qualified for pension and  
.....
  - iii) Assess the Government dues other than the dues relating to  
the allotment of Government accommodation
- 14 Detail of commission/ imperfection or deficiencies in the  
Service book which have been ignored
- 15 Total length of qualifying service for the purpose of adding  
towards broken periods  
(a month is reckoned as thirty days)
- 16 Period of non-qualifying (ref. If any)
  - i) Interruption in service condoned
  - ii) Extra-ordinary leave not qualifying for pension
  - iii) Period of suspension not treated as qualifying service
  - iv) Any other service not treated as qualifying service
- 17 Emoluments reckoning for gratuity
- 18 Average emoluments for calculation of pension

**Total**

**Emoluments drawn during the last 10(ten) months of service**

Post Held	From	To	Pay in Rs	Average Emolument
<u>No</u>	i) In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments			
<u>te</u>	ii) The calculation of average emoluments should be based on actual number of days contained in each month			
19	Date on which Form-I has been obtained from the Government Servant <b>(to be obtained eight months before the date of retirement)</b>			
20	i) Proposed Pension			
	ii) Proposed relief, or pension			
21	Proposed gratuity/ death cum retirement gratuity			
22	Date from which Pension is to commence			
23	Proposed Amount of provisional pension <i>(If Departmental or judicial proceeding were instituted against the Government servant before retirement)</i>			
24	Details of Government dues recoverable out of gratuity			
	i) Licence fee/ rent for the allotment of Government accomodation			
	ii) other dues if any			
25	Whether nomination made for			
	i) Death-cum-retirement gratuity			
	ii) Family Pension			
26	Whether family pension rules 1964 are applicable to the Government servant, and, if so			
	i) Pay reckoning for family pension			
	ii) The amount of the family pension becoming payable to the family of Government servant if death takes place after retirement			
26	iii) Complete and up-to date details of the family as given in Form I - A			
	SL NO	NAME OF THE MEMBER OF THE FAMILY	DATE OF BIRTH	RELATIONSHIP WITH THE EMPLOYEE
	1			
	2			
	3			
27	Height			
28	Identification Mark			
29	Place of Payment of Pension (Treasury, Sub-treasury or branch of Public Sector Bank)			
30	Head of Account to where Pension and Gratuity are debitale			
	"2071" Pension & ORB – 01 Civil Assam State			

DATE:

*Signature and seal*  
Of Head of Office

Height & identification marks of

1. Height :
2. Identification mark :

Attested By

Height & identification marks of

IRRIGATION DEPARTMENT

1. Height :
2. Identification mark :

Attested By

## DESCRIPTIVE ROLL OF THE APPLICANT

*(To be submitted in triplicate)*

1	NAME	
2	DATE OF BIRTH (BY CHRISTIAN ERA)	
3	HEIGHT	
4	MARK OF IDENTIFICATION	
5	PERMANENT RESIDENTIAL ADDRESS SHOWING VILLAGE STREET, LANE, PINCODE, POLICE STATION, DISTRICT AND STATE	

Date

Attested By

Signature of pensioner

## FAMILY DESCRIPTIVE ROLL OF THE APPLICANT

*(To be submitted in triplicate)*

S/ N o	NAME OF THE MEMBER OF THE FAMILY	RELATIONSHIP WITH THE EMPLOYEE	DATE OF BIRTH	HEIGHT	MARK OF IDENTIFICATION	PERMANENT ADDRESS
1						
2						
3						

Date

Attested By

Signature of pensioner

FORM NO. 12  
**(PENSION)**

**NOMINATION FOR DEATH CUM RETIREMENT GRATUITY**

When the pensioner has a family and wishes to nominate one member thereof

I, \_\_\_\_\_, hereby nominate the person mentioned below who is a member of my family and confer on him/her the right to receive any gratuity that may be sanctioned by government in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid on my death.

Name and address of nominee	Relationship with the Employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name & address and relationship of the person if any to whom the right conferred on the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount of share of gratuity payable to each

This nomination supersedes any nomination made by me earlier and all of them stands cancelled.

Witness to sign

- 1.
  
- 2.

Signature of Pensioner

Note : The last column should be filled in to cover the whole amount of gratuity.  
*(To be filled in by the Head of Office in case of non-gazetted officer)*

1. Nominated By .....

2. Designation ..... Office

Signature of the Head of Office

FORM NO. 16  
**(PENSION)**

**Nomination Form for Family Pension Scheme. 1964**

I, \_\_\_\_\_, hereby nominate the person mentioned below who is/ are a member/ members of my family to receive in the order shown below the family Pension which may be granted by the Government in the event of my death after completion of 20(twenty) years of qualifying service.

Name and address of nominee	Relationship with the Officer	Age	Whether married or unmarried

This nomination supersedes any nomination made by me earlier and all of them stands cancelled.

NB: The officer shall draw lines across blank space below the last entry to prevent the insertion of any name after that he/she has signed.

Dated this ..... day of ..... 200 at

Witness to sign

- 1.
- 2.

*Signature of Pensioner*



Specimen Signature of the Pensioner  
(in triplicate)

Name	Signature
1.	.....
2.	.....
3.	.....

Attested By

Specimen Signature of the Pensioner  
(in triplicate)

Name	Signature
1.	.....
2.	.....
3.	.....

Attested By

Specimen Signature of the Pensioner  
(in triplicate)

Name	Signature
1.	.....
2.	.....
3.	.....

Attested By

**Statement showing calculation of Pension/ Gratuity/ Family Pension  
of**

(Name & Designation at retirement)

- (i) Pension
- (ii) Death cum retirement Gratuity
- (iii) Family Pension

- 1 DATE OF BIRTH (BY CHRISTIAN ERA)
- 2 DATE OF BEGINNING IN SERVICE
- 3 DATE OF ENDING SERVICE
- 4 LESS NONQUALIFYING SERVICE
- 5 NET QUALIFYING SERVICE
- 6 LAST BASIC PAY
- 7 LAST 10(TEN) MONTHS AVERAGE BASIC PAY

**CALCULATION OF AVERAGE PAY**

From	To	Monthly Rate	Period	Total

Average Monthly Basic = Rs.

- A. Pension admissible for qualifying service of      years 50% of average basic pay = Rs.      /2 = Rs.

- B. Family pension:  
 30% of Last Basic + other allowances as admissible  
 = 30% of Rs.      + do  
 = Rs.      + do

- C. Death –cum-Retirement gratuity

Last Pay Drawn(Basic+DP) = Rs.      + Rs.      = Rs.  
 Dearness Allowance      = Rs.  


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 Rs.

$$\frac{(\text{Last Basic} + \text{DA}) \times \quad \times 2}{4}$$

$$= \frac{\text{Rs.} \quad \times \quad \times 2}{4}$$

= Rs.  
 Gratuity admissible = Rs.      Lakhs  
 (Maximum Limit Rs.      /-)

DATE:

*Signature of Pensioner*

## COMMUTATION OF PENSION PART - I

FORM OF APPLICATION TO BE FILLED UP BY THE APPLICANT FROM AAS (C O)

I, \_\_\_\_\_, desire to commute \_\_\_\_\_ out of my superannuating/retiring pension of Rs. \_\_\_\_\_ (

\_\_\_\_\_ only or admissible under prevailing rules. I certify that I have answered correctly each and all of the question below, the copies of the passport size photograph one attested and another without attestation are furnished herewith.

*Signature of pensioner*

PLACE :

Address after Retirement

	QUESTION	ANSWER
1	WHAT IS THE DATE OF YOUR BIRTH	
2	DATE OF YOUR SUPERANNUATING	
3	DATE OF APPLICATION OF COMMUTATION OF PENSION	
	a) Have you applied for commutation of Pension earlier?	
	b) If so, the date of earlier application and the office to which submitted	
4	How much of your pension do you wish to commute?	
5	a) Have you already commuted a portion of your pension? If so, give particulars	
	b) Has any application form of commutation of pension ever been rejected or have you ever accepted/ declined to accept?	
6	From what treasury do you draw or propose to draw your pension and commutation money?	
7	a) If you are already drawing your pension quote the number of pension payment order of colonial warrant	
	b) State specifically whether you are drawing an anticipatory pension	

8	Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this commutation to take effect	
9	At what station near the area in which you are ordinarily resident will you prefer your medical examination to take place	
	a) Are you on re-employment or likely to be re-employed soon	
	b) If so, name the authority under whom you are employed	
	c) State your designation and address on your re-employment	
	d) Whether your pension has been in whole or in part in re-employment or has been held in abeyance during re-employment	
10	State the amount of Provident Fund Money ( <i>including any non-refundable amount withdrawal</i> ) and the amount of death-cum-retirement gratuity received by you	
11	Name the <b>Account Officer</b> who <i>authorized</i> the Provident Fund money ( <i>including any non-refundable withdrawal</i> ) and death – cum-retirement gratuity to you	ACCOUNTANT GENERAL, ASSAM

Place : GUWAHATI

Date :

*Signature of pensioner*

The claim of pension (superannuating, retiring, invalid, compensation) should be stated and if the amount of pension is not known, a suitable modification should be made in the form.

The portion of the pension to be commuted should consist of whole Rupees or of Rupees and a multiple of Five Paise.

In case of anticipatory pension, the pensioner may, if he/ she so desire indicate his/her intention to commute the maximum amount in the event of its final pension being more than the anticipatory pension. In such a case, the amount proposed to be commuted, alternatively be expressed in terms of a percentage of full pension within the maximum permissible limit. The pensioner may also indicate whether the anticipation that the final amount of pension that he/she would be entitled to commute might exceed Rs. 25/- in case he/she desire to commute a sum exceeding Rs. 25/-.

Memo No.

Dated

Forwarded to the Accountant General, Assam, Maidamgaon, Beltola, Guwahati – 29 for favour of Report.

Secretary to the Government of Assam  
Irrigation Department  
Chandmari : Guwahati - 3

FORM No. 19

FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING THE PENSION PAPERS OF GOVERNMENT SERVANT

To,  
The Accountant General (Accounts & Establishment) Assam

Sub : Pension paper of *SRJ*  
For authorisation of pension

Sir,  
I have the honour to/I am directed to forward herewith the Pension Papers of  
for further necessary action.

The details of Government Dues which will remain outstanding on the date of retirement of the Government Servant & which need to be recovered out of the amount of Death-cum-Retirement Gratuity indicated below:-

a) Balance of the House Building or Conveyance Advance or any other Advance	Rs.
b) Overpayment of Pay and Allowances including leave salary	Rs.
c) Arrear Licence Fee or Rent for occupation of Government Accommodation	Rs.
d) Any other assessed dues and the nature thereof	Rs.
e) The amount Gratuity to be withheld for adjustment of unassessed dues if any	Rs.
	<hr/>
	Total Rs.
i) Provisional Pension authorised if any (copy enclosed)	Rs.
ii) Provisional Gratuity authorised if any (copy enclosed)	Rs.

List of enclosures

Yours Faithfully

Head of Office

LIST OF ENCLOSURES

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1. Form No. 1 and form No. 2 duly filled up.
2. Medical Certificate of incapacity(if the claim is for invalid pension)
3. Statement of savings effected and reasons why employment could not to be found elsewhere if the claim is for compensation pension or gratuity.
4. Service book (Date of retirement to be indicated in the service book)
5. a) Two slips with two specimen signature each duly attested by gazetted government servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impression duly attested by a gazetted government servant.  
b) Two slips showing the particulars of height and identification marks , duly attested  
c) 3(Three) copies passport sized photograph (with wife/husband in case married pensioner) duly attested by Head Office
6. A statement indicating the reasons for delay in case where the pension papers were not forwarded before six months of the date of retirement of government servant.
7. Written statement if any of the government servant required for a person of service rendered by him for which records remain un verified.
8. Brief statement leading to re-instating of the government servant in case the government servant has been re-instated after having been suspended compulsorily retired/ removed or dismissed from service.

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Note : When initials or names of the government servant are or is incorrectly given in the various records consulted, the fact should be mentioned in the letter.

Form 2  
PART II

SECTION - I  
ACCOUNT ENFORCEMENT

1. Total period of qualifying service which has been accepted for the grant of superannuation or retiring or invalid compensation or compulsory retirement pension and gratuity with reasons for disallowance if any  
(other than disallowances indicated in part 1 of this Form)
2. Amount of superannuation/ retiring/ or invalid or compensation or compulsory retirement pension and gratuity that has been admitted
3. The date from which superannuation or retiring or invalid compensation or compulsory retirement pension or gratuity is admissible
4. Head of Account to which superannuation or retiring or invalid compensation or compulsory retirement pension or gratuity is chargeable
5. The amount of the family pension, 1964 becoming payable to the entitled members of the family in the event of death of the Government servant after retirement

6. SECTION – II

1. Name of the Government Servant
2. Class of Pension or Gratuity
3. Amount of Pension authorised
4. Amount of Gratuity authorised
5. Date of commencement of pension
6. Amount of family pension in the event of death of pensioner after retirement
7. The amount of relief admissible on pension
8. The Government Dues recoverable out of the Gratuity before authorising its payment
9. The amount of cash deposit or the amount of Gratuity held over for adjustment of unassessed Government Dues
10. Date on which the pension papers received by the Accounts Officer

Accountant General, Assam