

FORM - 3

[See rule 54 (12)]

Details of Family

1	Name of the Government servant	
2	Designation	
3	Date of birth	

Details of the members of family as on.....

#	Name of the members of family	Date of birth	Relationship with the official	Marital status	Remarks	Date & signature of Head of Office
1						
2						
3						
4						
5						
6						

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

Date :
Place :

Signature of
Government servant

Note:-

1. The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.
2. The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.
3. The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.
4. Wife and husband shall include judicially separated wife and husband.

FORM - 5

[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services
(Commutation of Pension) Rules, 1981]

**Particulars to be obtained by the Head of Office from the retiring Government servant
eight months before the date of his retirement**

#	Particulars	To be filled in by the official
1	Name	
2	(a) Permanent Account Number for Income Tax (PAN) (b) Aadhaar No., if available	
3	Specify a few marks of identification, not less than two, if possible	(i) (ii)
4	Height	
5	Address after retirement/permanent address for future correspondence	
6	Bank Account No. to which pension is to be credited: (Joint account, either or survivor, with the spouse) *	
7	Name of the Branch of Bank through which pension is to be drawn (i) BSR Code No. (ii) IFSC Code No.	
8	Indicate whether family pension is also admissible from any other source - Military or State Govt. and/ or a Public Sector Undertaking/ Autonomous body/ Local Fund under the Central or a State Govt.	
9	I desire to commute % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981	

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature

Place :

Designation:

Office:

Mobile No:

Date:

Email ID:

Note:-

1. Commutation of pension is optional. Item 9 may be stuck off if the retiring Government servant does not desire to commute a percentage of pension.
 2. A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.
 3. It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.
- * In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).

Check List of Documents to be submitted along with Form 5

#	Description of documents to be enclosed	Whether enclosed
1	(a) Two specimen signatures (to be furnished in a separate sheet) (b) Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	
2	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3	Details of the family in Form 3.	
4	Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5	Written statement for counting of period of service under rule 59(1) (a), if any	
6	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	
8	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	

FORM - 7

[See rules 58, 60, 61 (1) & (3) and rule 65(1)]
Form for assessing Pension/Family Pension and Gratuity
[To be sent six months before the Date of Retirement to the PAO]

PART – I

1.	Name of the Government Servant	
2.	Father's / Husband's name	
3.	PAN No.	
4.	(a) Height (b) Marks of identification	
5.	Date of birth (by Christian era)	
6.	Service to which he / she belongs (indicate name of organized service, if any, otherwise say general central service)	
7.	Particulars of post held at the time of retirement:-	
	(a) Name of the office	
	(b) Post held	
	(c) Scale of Pay / Pay Band and Grade Pay of the post	
	(d) Basic Pay / Pay in the Pay Band and Grade Pay	
	(e) Whether the appointment mentioned above was under Govt. or outside the Govt. on foreign service terms	
	(f) If on foreign service, scale of Pay / Pay Band Pay in the Pay Band & Grade Pay of the post in the parent department	
8.	Whether declared substantive in any post under the Central Government	
9.	Date of beginning of service	
10.	Date of ending of service	
11.	Cause of ending of service (please tick one)	
	a) Superannuation (Rule 35)	
	b) Voluntary retirement on being declared surplus (Rule 29-A)	
	c) Voluntary/premature retirement at the initiative of the Government servant [under Rules 48, 48-A and FR 56 (k)]	
	d) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)]	
	e) Permanent absorption in public sector undertaking/ autonomous body (Rule 37 or 37-A/37-B)	
	f) Invalid on medical grounds (Rule 38)	
	g) Due to abolition of post (Rule 39)	
	h) Compulsory retirement (Rule 40)	
	i) Removal/dismissal from service (Rules 24 and 41)	
	j) Death	

12.	In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)	
13.	In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)	
14.	Particulars relating to military service, if any –	
	a) Period of military service	
	b) Terminal benefits drawn/being drawn for military service	
	c) Whether opted for counting of military service towards civil pension (Rule 19)	
	d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded	
15.	Particulars relating to service in autonomous body/State Government, if any	
	(a) Particulars of service	

Name of Organisation	Post held	Period of service		
		From	To	Period

	(b) Whether the above service is to be counted for pension in the Government	
	(c) Whether the autonomous organisation has discharged its pensionary liability to the Central Government	
16.	Whether any departmental or judicial proceedings in terms of rule 9 of the CCS (Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)	
17.	Qualifying service –	
	(a) Details of omission, imperfection or efficiencies in the Service Book which have been ignored [under Rule 59 (1) (b) (ii)]	
	(b) Period not counting as qualifying service –	
	(i) Boy service (2nd proviso to Rule 13)	
	(ii) Extraordinary leave not counting as qualifying service (Rule 21)	
	(iii) Periods of suspension not treated as qualifying service (Rule 23)	

	(iv) Interruptions in service [Rule 27 (1) (b) and Rule 28			
	(v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)			
	(vi) Any other period not treated as qualifying service (give details)			
	(c) Additions to qualifying service –			
	(i) Civil service (Rule 18)			
	(ii) Military service (Rule 19)			
	(iii) Benefit of service in an autonomous body			
	(d) Net qualifying service			
	(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49)			
18.	Emoluments –			
	(a) Emoluments in terms of Rule 33			
	(b) Emoluments drawn during ten months preceding retirement			
	From	To	Rate of Pay (including NPA)	Amount
Note:- If the officer was on Foreign Service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on Foreign Service may be mentioned in items (a) and (b) above (Note 7 below Rule 33)				
	(c) Average emoluments (Rule 34)			
	(d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49)			
	(e) Emoluments reckoned for retirement gratuity/death gratuity (Rule 50)			
	(f) Pay reckoned for family pension (Rule 54)			
19.	Amount of retirement gratuity/death gratuity (Rule 50) (Refer S. No.9 of Calculation Sheet)			
20.	Details of Government dues recoverable out of gratuity			
	a) Licence fee for Government accommodation [see sub-rules (2), (3) and (4) of Rule 72]			
	b) Dues referred to in Rule 73			

	c) Amount indicated by Directorate of Estates to be withheld under sub-rule (5) of Rule 72	
21.	(a) Proposed pension/service gratuity (Rule 49)	
	(b) Proposed dearness relief on pension (as on the date of retirement)	
	(c) Date from which pension is to commence (Rule 83)	
22.	Rate of Family Pension	
	(a) Enhanced rate [Rule 54(3)]	
	(b) Period for which family pension will be payable at enhanced rate	
	(c) Ordinary rate [Rule 54(2)]	
	(d) Date from which ordinary rate of family pension will be payable	
23.	Commutation of pension	
	(a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)	
	(b) The percentage of pension commuted	
	(c) Amount of monthly pension commuted	
	(d) Commuted value of pension	
	(e) Amount of residuary pension after deducting Commuted portion	
	(f) Date from which reduced pension is payable	
	(g) Date from which commuted pension is to be restored	
24.	Post-retirement address of the retiree	
25.	E-mail ID, if any	
26.	Mobile number, if any	

Signature of the
Head of Office

FORM - 7

CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1	Whether retiring employee is an allottee of Government accommodation	
2	If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office	
3	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57	
4	Date of receipt of 'No demand certificate' from Directorate of Estates	
5	Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates	
6	Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59	
7	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (1)	
8	Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension.	
9	Whether any objection received from the employee on the above certificate	
10	Date on which the employee submitted his application for pension in Form 5	
11	Whether nominations made in Common Nomination Forms for	
	(a) death gratuity/retirement gratuity	
	(b) payment under CGEGIS	
	(c) amount of GPF, if applicable	
	(d) arrears of pension	
	(e) commuted value of pension (if applicable)	
12	(a) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972	
	(b) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record	
13	Whether Details of family in Form 3 attached	
14	Whether Medical certificate of incapacity (for invalid pension) attached.	
15	Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	
16	Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.	
17	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached	
18	Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	

PART II

1	Date of receipt of pension papers by the Accounts Officer from Head of Office	
2	Entitlements admitted –	
	(A) Length of qualifying service	
	(B) Pension	
	(i) Class of pension	
	(ii) Amount of monthly pension	
	(iii) Date of commencement	
	(C) Commutation of Pension	
	(i) Portion of pension commuted, if any	
	(ii) Commuted value of portion of pension commuted, if any	
	(iii) Residuary pension after commutation	
	(iv) Date from which reduced pension is payable	
	(v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live	
	(D) Retirement/Death Gratuity	
	(i) Total amount of gratuity	
	(ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(1) and 72(4) Amount intimated by Directorate of Estates for being withheld	
	(iii) On account of unassessed licence fee (Rule 72(5))	
	(iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73)	
	(v) Net amount to be released immediately	
	(E) Family Pension –	
	(i) At enhanced rate	
	(ii) Period for which Family Pension at enhanced rate is payable	
	(iii) At normal rate	
3	Head of Account to which the amount of pension, retirement/ death gratuity and family pension are to be debited	

Accounts Officer

[See rule 61 (1)]**(Form of letter to the Accounts Officer forwarding the pension papers of a Government servant)**

Date:

To

The Member Secretary,
Central Silk Board,
Bengaluru – 560 068.

Madam,

Sub: Pension papers of
for authorization of pension - reg.

ooOoo

I am directed to forward herewith the pension papers of for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the government servant and which need to be recovered out of the amount of retirement gratuity are indicated below :-

1.	Balance of the house-building or conveyance advance	₹.
2.	Over payment of pay and allowances including leave salary	₹.
3.	Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)	₹.
4.	Arrears of license fee for occupation of Government accommodation	₹.
5.	The amount of license fee for the retention of Government accommodation for the permissible period beyond the date of retirement.	₹.
6.	The amount to be withheld as per intimation of the Directorate of Estates under Rule 75 (5), if any.	₹.
7.	Any other assessed dues and the nature thereof	₹.

3. Your attention is invited to the list of enclosures which are forwarded herewith.

4. The receipt of this letter may be acknowledged and this office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned under intimation to the retiring Govt. official.

5. The retirement gratuity will be drawn and disbursed by this office on receipt of authority from you. The outstanding Government dues as mentioned in Para-2 above will also be recovered out of the retirement gratuity before making payment.

Yours faithfully,

Signature of Controlling Officer

FORM - 24

[See rule 32]

Form of certificate of verification of service for pension

Date:

CERTIFICATE

It is certified, in consultation with the Accounts Officer that Shri/Smt./Kum..... has completed a qualifying service of yearsmonths, days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

Sl.No.	Name of Ministry/Department/Office	From	To	Length of qualifying service

Signature & Stamp of Head of Office

To

Shri.....

(Name & Designation)"

Note: The principal rules were published vide number S.O.934, dated the 1st April, 1972. The Fourth Edition of the rules corrected upto July, 1988 was published in the year of 1988. The said rules were subsequently amended vide notifications given below:-

**APPLICATION FOR DRAWAL OF PENSION THROUGH THE
CENTRAL BANK OF INDIA AND ITS BRANCHES**

(To be submitted in duplicate)

To
The Member Secretary
Central Silk Board
Bengaluru – 560 068

Madam,

I opt to draw my pension through the Central Bank of India and give below necessary particulars to enable you to make arrangements in this regard.

1	Particulars of Pensioner	
	(a) Name	
	(b) P.P.O. No. and Date	
	(c) Present address	
2	Particulars of Branch of Central Bank of India where payment is desired	
3	Pensioner's S.B. / Current Account Number at the Branch to which pension is to be credited	i) A/c No. ii) IFSC Code

Yours faithfully,

Place :
Date :

(PENSIONER)

(1) Left hand finger impressions

Little finger

Ring finger

Middle finger

Index finger

Thumb

(2) Specimen signature

1.

2.

3.

(3) Personal marks of identification

1)

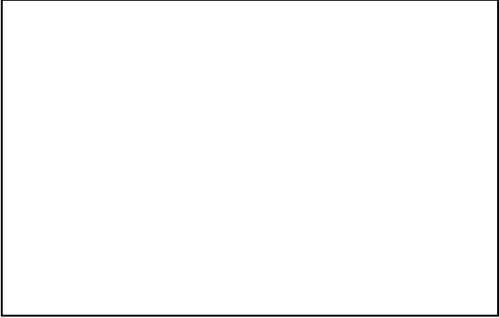
2)

Height:

Signature of the official

Attested by :-

DULY ATTESTED FAMILY PHOTOGRAPHS OF _____



Please note : Signature of the Incharge Officer has to be made on the photograph alongwith seal.

UNDERTAKING BY THE RETIRING GOVERNMENT SERVANT ALONG WITH PENSION PAPERS

Date:

To

The Branch Manager,
Central Bank of India,
Branch:
District:
State:

Dear Sir,

Sub: Payment of pension under A/c. No. through your Bank.

ooOoo

In consideration of your having, at my request agreed to make payment of pension due to me every month by credit of my account with you. I, the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay and same to the bank and also irrevocably authorize the bank to recover the amount due by debit to my said account or any other account / deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address:

Witnesses :-

1) Signature:

Name:

Address:

Date:

2) Signature:

Name:

Address:

Date:

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or pension or in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjusting against future payments due to me or otherwise

Signature :

Name :

Designation :

Date:

Place of working :

DECLARATION

I.....working asat
....., Central Silk Board,
..... hereby declare that my Service Particulars and the details of my
Bank A/c. (where pensionary benefits to be credited) is as follows :-

1	Name of the Employee	
2	Designation	
3	Employee No.	
4	Place of working	
5	Bank details :-	
	(1)Name of the Bank	Central Bank of India
	(2)S.B. A/c. No.	
	(3)Branch & Address in full	
	(4)IFSC Code No.	
	(5)Cancelled Cheque, duly signed to be enclosed	Ch. No.dt. enclosed.

Signature:

Designation :

Place :

Date :

Mob. No.