SRI KRISHNADEVARAYA UNIVERSITY: ANANTHAPURAMU – 515 003, A.P.

***GOVERNMENT OF ANDHRA PRADESH***

***[G.O.Ms.No.263 Fin & Plg. (FW.PSC) Dept., dt.23.11.1998 as amended in***

***GO Ms No 111 Fin (HRM VI) Dept., dt. 03.09.2015]***

FORM OF APPLILCATION 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 Sanctioning Authority shall forward the application duly processed to the AG (A&E) / L.F Authority within a period of 30 days)***

|  |  |  |
| --- | --- | --- |
| 1. | a) Name of the Government Servant |  |
|  | b) Post held  |  |
| 2. | Name of Applicant(in case of death in service) |  |
| 3. | Permanent Address |  |
| 4 | Employee I .D. Number |  |
| 5. | NGPF Account Number |  |
| 6. | PAN Card Number |  |
| 7. | Aadhaar Number |  |
| 8. | Mobile Number |  |
| 9. | IFSC code and MICR code of the Bank where payment is opted |  |
| 10. | Address after retirement |  |
| 11. | **Commutation of Pension** |  |
| a) | Whether willing to commute \*40%of monthly pension, Subject to A.P. Civil Pension (commutation) Rules 1944. |  |
| b) | If the answer is No, specify the fraction less than \*40%.  |  |
| 12(a) | Name of pension disbursing authorityi.e. Treasury officer / Pension Payment Officer# | **Registrar****Sri Krishnadevaraya University****Ananthapuramu-515 003** |
| (b) | Name of paying Bank and Branch from where the pension payment is desired by the pensioner/family pensioner/ Gratuity  |  |
|  | S.B. Account No. |  |
|  | IFSC Code |  |

**\**Note:-Consequent on the issue of orders in G.O.Ms.No.158 Fin & Plg (FW.Pen.I) Dept., dt. 16.9.99* *enhancing the maximum pension that can be commuted up to 40% w.e.f. 1.4.99, this 1/3rd was to be changed as 40% at both the places.***

***[*# *Note: DTO / STO should be where the Govt. Servant has drawn his last pay and allowances]***

**13. LIST OF FAMILY MEMBERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) | (b) | (c) | (d) | Marital/Employment status of the Children of the applicant/ deceased Government Servant |
| Sl.No. | Name of the family members | Date of Birth | Relationship with Government Servant | Married or Unmarried date of marriage if married | Whether employed or Not, give details of employment |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**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 are not permissible.
2. The 'family' for the purpose mean 'wife' or 'husband' (as the case may be)’son’ and unmarried ‘daughters' as laid down in rule 50(12), (for Family pensions) and Rule46(5), (for Gratuity) of A.P. Revised pension Rules,1980.
3. In case of death while in service of the Government Servant, the answer 'Married' for the Daughter/Daughters will be understood that the Daughter/the Daughters is/are already married as on the date of death of the Government servant.

**DECLARATION**

1. 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-I at item 11 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: Ananthapuramu

Date: Signature of the Government Servant/Applicant

**TO BE FILLED IN BY HEAD OF THE OFFICE**

1. Application for pension /gratuity etc., in part-1 is received on......................................……………..

(Date to be recorded)

1. Certified that the person/persons mentioned by the Government Servant / Applicant in item 7 of part-1 is/are legally entitled to receive the pension/ share in Gratuity.
2. Guardianship certificate:(to be filled in where ever necessary)

This is to certify that the following minors of deceased Government Servant Late Sri/Smt………………………………………….…………………………………is/are under guardianship of Sri/Smt.........................................................................

|  |  |  |
| --- | --- | --- |
| S.No. | Name | Date of Birth |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

Place: Ananthapuramu

Date:

 Signature of the Head of the Officer

Office Seal:

**Part – II (A): Information to be filled by the Pension Sanctioning Authority**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Government Servant  |  |
|  | Post held |  |
| 2. | Father's/Husband's Name |  |
| 3. | Name of Applicant (in case of death of Government service) |  |
| 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 DDO |  |
| 9.  | Signature of DDO |  |
| 10.  | **The rules applicable** |  |
| a) | The relevant rule under the A.P. Revised Pension Rules.1980 applicable (tick the Rule number(s) applicable and strikeout the rest) | Rule 33 Superannuation Pension (Rule 42) |
| Rule 34 Retiring Pension (Rule 43/44) |
| Rule 35 Pension on absorption under |
| 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 |  |
| 11. | Total Service (6-5) | Years | Months | Days |
|  |  |  |
| 12. | Periods of non -qualifying service |  |  |  |
| a) | E.O.L. (Excess of 3 Years) |  |  |  |
| b) | Suspension Period |  |  |  |
| c) | Dies-non |  |  |  |
| d) | Boy-Service |  |  |  |
| e) | Any other service not qualifying for pension |  |  |  |
|  | **Total non-qualifying service(a to e)** |  |  |  |
| 13. | Net qualifying service (11-12) |  |  |  |
| 14. | Weightage if any |  |  |  |
| 15. | **Total qualifying service for calculation of pension (13+14)** |  |  |  |

|  |  |  |
| --- | --- | --- |
| 16. | Last pay drawn (Rule 31,46 (4), 50 (12) © of APRPRs.1980) Para 4 of G.O.Ms.No.87 Fin & Pig. (F.W.Pen.1) Dept. dated 25-05-1998. | Basic Pay :Scale :Under Revised Pay Scale: |
| 17. | Calculation of Service Pension / Service Gratuity (Rule 45 of APRPs.1980)\* |  |
| 18. | Calculation of Retirement Gratuity (Rule 45 of APRPs.1980) |  |
| 19. | Calculation of Family Pension  |  |
| a) | Enhanced Family Pension |  |
| b) | Normal Family Pension |  |
| 20. | Period of Payment Pension | As applicable to the case under Consideration |
| From | To (till death) |
|  |  |
| a) | Service Pension |  |  |
| b) | Enhanced Family Pension |  |  |
| c) | Normal Family Pension |  |  |
| 21. | Government dues to be recovered in respect of | Principal(in Rs.) | Interest (in Rs.) | Total(in Rs.) |
| a) | House Building Advance |  |  |  |
| b) | Motor Car / Motor Cycle Advance |  |  |  |
| c) | Marriage Advance |  |  |  |
| d) | Advance Leave Salary |  |  |  |
| e) | Advance Salary on Transfer |  |  |  |
| f) | Dues on Account of Government |  |  |  |
| g) | Telephone / Trunk Call charges |  |  |  |
| h) | Festival Advance |  |  |  |
| i) | Education Advance |  |  |  |
| j) | Computer Advance |  |  |  |
| k) | Other Government Dues |  |  |  |
|  | **Total** |  |  |  |
|  | NOTE: Information with conditions 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 | LPC is enclosed / LPC will be sent after retirement |

**Part - II (B)**

**SANCTION OF PENSION**

1. ***Certificate of competency to accord sanction*:**

 *(Applicable in case of sanction of pension to Non-Gazetted officers including Class-IV Employees*)

1. I am declared by held of the Department to be Head of an office to accord sanction in case under the powers delegated vide G.O.Ms.No.262,Finance & planning(FW-PSC) Department dated 23-11-1998.

OR

1. I am next Gazzetted Authority in the hierarchy to the Head of the office in case who is a non-gazetted officer and hence, I am competed to accord sanction under the powers delegated vide G.O.Ms.No.262,Finance & Planning (FW-PSC) Department dated 23-11-1998.

## *Sanction Order*:

##  Pensionery benefits including commutation found admissible under the rules may be authorized. 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 authority for sanction of pension.

Name of the beneficiary

1. Service pension :
2. Retiring Gratuity :
3. Commutation :
4. Family Pension :
5. Enhanced Family Pension :
6. Normal Family Pension :
7. Under Revised Pay Scales :

## Signature and Designation of

Office seal Pension Sanctioning Authority

## Date:

Note 1: This is to be prepared in duplicate by the pension sanctioning Authority. One for the record of Pension Sanctioning Authority and the other one top is 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 Government several/Applicant in Part-I

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

Note 4: If there is any likelihood 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: Head 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.

**ANNEXURE – I**

**DESCRIPTIVE ROLLS**

1. ***SPACE FOR PHOTOGRAPHS***

|  |  |  |
| --- | --- | --- |
| Single Photo |  | Joint Photo |

|  |  |  |
| --- | --- | --- |
| Service Pensioner/Family Pensioner/Guardian of Minor of Handicapped Child |  | Joint photo of Service Pensioner with Family Pension beneficiary/Guardian with Minor or Handicapped Child |

(Attestation has to be done across the Photos by Gazetted Officer of A.P. Government service)

**B) *SPECIMEN SIGNATURE OF***

1. **Service Pensioner:**

 Specimen signature of Sri/Smt:

 Son / Wife / Daughter of:

1).

2).

3)

 **(ii) Family Pensioner/Gratuitant/Guardian of Minor or Handicapped Child:**

Specimen Signature of Sri/Smt.:

Wife/Husband/Son/Daughter/Guardian of

1).

2).

3).

**\*C) PERSONAL IDENTIFICATION MARKS OF:**

Service Pensioner: Sri/Smt/Kum:

1). **A small mole on the neck**

2). **A mole on the left hand**

Family Pensioner/Gratuitant/Guardian of Minor of Handicapped Child:

Sri/Smt/Kum:

1). **A scar on forehead**

2). **A small mole on left hand**

\*As per Secondary School Certificate

**D) LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER / FAMILY PENSIONER/GRATUITANT/GUARDIAN OF MINOR OR HANDICAPPED CHILD.**

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

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

Place: Ananthapuramu Attested by:

Date: Signature:

 Name:

 Designation:

Office seal

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

NOTE: Three copies will be forwarded to Accountant General/Local fund Audit Officer by Pension sanctioning authority and (1) will be retained by the pension sanctioning authority.

## ANNEXURE-II

## NOMINATION

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

I hereby 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 which having become admissible to me on retirement which may remain unpaid at my death.

## PERSON WISE NOMINATION DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of Nominee(s) | Relation with Government Servant | Age in Years | 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 nominees(s) in Col.(1) shall pass in the event of the nomination to him/her them becoming ineffective.** | Amount or share payable to each in Col.(6) |
| 1 | 2 | 3 | 4 | **5** | **6** | 7 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## This nomination supersedes the nomination made by me earlier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## Dated this \_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Witness:

## Signature

##  Name and Address:

## Signature

##  Name and Address:

##  Signature of the Government Servant

Name**:** Designation:

##  Office:

##  Countersigned

##  Signature of Head of Office/Department:

##  Date:

##  Name and Designation:

##  Office Seal:

## NOTE:

1. The Government servant who has family may nominate one member or more than one member of the family as defined in Rule46 (5) of A.P.RPS 1980.
2. The Government servant who has no family may nominate a person/persons/a body of individuals whether incorporated or not
3. The Government servant may note that the nomination with signature of two witnesses shall only have the legal validity of a WILL.
4. The nomination form is to be submitted by the employees in triplicate, one for use of the Pension Sanctioning Authority and two copies to be forwarded to the Accountant General/Local Fund Audit Officer.
5. For the purpose of Rules 46,47,48 and 49 of RPS 1980,family in relation to a Government servant means:
6. Wife or Wives in case of a Male Government Servant.
7. Husband, in the case of a female Government Servant
8. Sons including step sons, posthumous sons and adopted sons (whose personal law permits such adaptation)
9. Unmarried daughters including step daughters, posthumous daughters and adopted daughters (whose personal law permits such adaptation)
10. Widowed daughters including step daughters and adopted daughters

|  |  |  |
| --- | --- | --- |
|  vi) | Father | Including adoptive parents in the case of individuals whose personal law permits adoption |
|  vii) | Mother |

1. Brother below the age of 18 years including step brother
2. Unmarried sisters and widowed sisters including step sisters
3. Married daughters, and
4. Children of a pre-deceased son

**ANNEXURE – III**

## *BY REGISTERED POST*

## From

## …………………………………………….

## …………………………………………….

## …………………………………………….

## …………………………………………….

##  (Pension sanctioning Authority)

## To

## The…………………………………….

## …………………………………………

## …………………………………………

## …………………………………………

##  (Disciplinary Authority / Appointing Authority / Head of the Department)

## Sir,

Sub: Pension – Sanction of Pension and Other Retiring Benefits in respect of Sri/Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_– Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_– Regarding.

## &&&&

I am to inform you that the Pension/Family Pension application from Sri/Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_retired/retiring on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_was forwarded to AG (A&E) AP/LFA on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as per the records held by me no disciplinary /judicial proceedings are pending /contemplated against the above retiring/retired Government employee. I request you to verify whether any such case is pending against the above employee which entails withholding or withdrawing pension or part of pension permanently or for specified period as laid down under Rule 9 of RPRs.1980. If so the AG (A&E) / Dy. Accountant General (Pension), o/o A.G. (A&E) AP, Hyderabad / Local Fund Officer may be intimated accordingly by name either by Registered post or through a special messenger within one month from the date of issue of this letter for withholding pensionery benefits as contemplated in Govt. Memo.No.33764-A/55/PSC/93, Finance & Planning (FW-PSC) Department, dt. 15-10-1993 and reiterated in Government memo no. 37254/361/A2/Pen-I/98, Finance & Planning (FW.Pen.I) Department, dated 4-7-1998. Copies of such orders shall also be sent to the concerned Treasury Officers/PPO for withholding the pensionery benefits. In this connection the instructions issued in Para 2, Part-II (B) of G.O.Ms.No.263, Finance &Planning (FW-PSC) Department, dt. 23-11-1998 may be scrupulously followed.

 Yours Sincerely

Station: Ananthapuramu

Date: (PENSION SANCTIONING AUTHORITY)