FORM-7
Form for assessing Pension and Gratuity
[See Rules 58, 60, 61(1) and (3) and 65]
(To be sent in duplicate if payment is desired in a different circle of accounting unit)

part-I

1. Name of the Government Servant .................................................................
2. Father's Name (and also husband name in the case of female Govt. servants) .................................................................
3. Date of Birth (by Christian era)
4. Religion ..........................................................................................................
5. Permanent residential address. .....................................................................
   Showing village, town, district ....................................................................
   and state ......................................................................................................
6. Present or last appointment including name of establishment:
   (i) Substantive ..............................................................................................
   (ii) Officiating if any ....................................................................................
7. Date of beginning of service ...........................................................................
8. Date of ending of service ................................................................................
9. (i) Total period of military service for which pension or gratuity was sanctioned.
(ii) Amount and nature of any pension/gratuity received for the military service ..........................................................................
10. Amount and nature of any pension/gratuity received for the previous civil service ........................................................................
11. Government under which service has been rendered in order
    Years Months
    Days
    of employment
12. Class of pension applicable ..........................................................................
13. The date on which action initiated to:
   (i) obtain the 'No demand Certificate' ........................................................
from the Directorate of Estates.
as provided in Rule 57:

(ii) assess the service and
emoluments qualifying for
pension as provided in
Rule 59; and

(iii) assess the Government dues
other than the dues relating
to the allotment of Government
accommodation as provided
in rule 73 (1)

14. Details of omissions, imperfections
or deficiencies in the service book
which have been ignored under
Rule 59-(1) (b) (ii)

15. Total length of qualifying
service (for the purpose of
adding towards broken periods,
a month is reckoned as thirty days)

16. Periods of non-qualifying service
   from to

   (i) Interruption in service
       condoned under Rule 28

   (ii) Extraordinary leave not
        qualifying for pension

   (iii) Period of suspension not
        treated as qualifying

   (iv) Any other service not treated
        as qualifying service

TOTAL
17. Emoluments reckoning for gratuity

18. Average emoluments.

26. Whether family pension, 1964 applies to the Government servant and if so:-

   (i) emoluments reckoning for the family pension

   (ii) The amount of the family pension becoming
        Payable to the family of the Government
        Servant, if death takes place after retirement
        (a) Before attaining the age of 67 years,
            Rs..........................................................
            or
        (b) after attaining the age of 67 years,
            Rs..........................................................

   (iii) Complete and up-to-date details of the family as given in Form 3:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the member of the family</th>
<th>Date of Birth</th>
<th>Relationship with the Government Servant</th>
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</table>

27. Height

28. Identification marks

29. Place of payment of pension
    (Treasury, Sub-Treasury or
    Branch of Public Sector Bank)
Or the Pay and Accounts Office)

30. Head of Accounts to which pension and gratuity are debitable

Signature of the Head of Office

Emoluments drawn during the last ten months of services.

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<tr>
<th>Post held Average</th>
<th>From</th>
<th>To</th>
<th>Pay</th>
<th>Personal Pay or Emoluments Special Pay</th>
</tr>
</thead>
</table>

19. Date on which Form 5 has been obtained from the Government servant (To be obtained eight months before the date of retirement of Government servant)

20. (i) Proposed pension
(ii) Proposed graded relief

21. Proposed death-cum-retirement gratuity

22. Date from which pension is to commence

23. Proposed amount of provisional pension. If departmental or judicial proceedings is instituted against the Government Servant before judgment

24. Details of Government dues recoverable out of gratuity.
   (i) Licence fee for the allotment of Government accommodation [See Sub-rules(2),(3) and (4) of Rule 72]

(ii) Dues referred to in Rule 73

25. Whether nomination made for
   (i) Death-cum-retirement gratuity

   (ii) Family pension, 1950, it applicable

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 after retirement:
   (i) if death takes place before 67 years of age or

   (ii) if death takes place after 67 years of age

7. The amount of graded relief admissible on pension

8. The Government dues recoverable out of 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

PART-II

SECTION-I
Account enfacement:

1. Total period of qualifying service, which has been accepted for the grant of superannuation or retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowance, if any (other than disallowance indicated in Part I of this form)

2. Amount of superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity that has been admitted

3. The date from which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is admissible

4. Head of Account to which superannuation or retiring or invalid or 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
FORM-3

[ See Rule-54 (12) ]

Details of Family

Name of the Government Servant
...................................................................................

Designation
...................................................................................

Date of Birth
...................................................................................

Date of appointment
...................................................................................

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

**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the members of family</th>
<th>Date of Birth</th>
<th>Relationship with the officer</th>
<th>Initial of the head of office</th>
<th>Remark</th>
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</thead>
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</table>

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

Place........................................ Signature of Government Servant

Date ........................................

** Family for this purpose means as defined in Clause (b) of Sub-Rule(14) of Rule 54 of the C.C.S. (pension) Rules, 1972.

Note: Wife and husband shall include respectively judicially separated wife and husband.
FORM-5
[ See Rules 59 (1) (c) and 61 (1)]

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

1. Name

2. (a) Date of birth

(b) Date of retirement

3. Two specimen signatures (to be furnished in a separate sheet duly attested by a gazetted Government servant).

4. Three copies of passport size photograph with wife or Husband (To be attested by the Head of Office).

5. Two slips showing the particulars of height and personal identification marks duly attested by gazetted Government servant.

6. Present Address :

7. Address after retirement

8. Name of the Treasury or the Branch of Public Sector Bank or the pay and Accounts Office through which the pension is to be drawn
9. Details of the family in form-3

10. Indicate whether family pensions is admissible from any other source-military or State Government and / or a Public Sector Undertaking autonomous body/Local Fund under the Central or State Government.

Place………………………..       Signature
Date……………………….
Ministry/Deptt./Office

8. Disbursing authority from which pension is to be drawn after retirement:

   (a) Treasury/Sub-treasury.
       (Name and complete address of the Treasury/Sub-treasury to be indicated)…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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………………………………………………………………………………………………………………………………………………
PART-II
(ACKNOWLEDGEMENT)

Received from
Shri/Smt./Kumari……………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
application in part I of from 1-A for commutation of pension without medical examination

Place…………………
Signature

Date ……………………. Head of office

Note : If the application has been received by the Head of Office before the date of retirement of
superannuation this acknowledgement should be detached from the Form and handed over to the
applicant.

If the form has been received by post, it has to acknowledged on the same day and the
acknowledgement be sent under registered cover to the applicant. In case it is received after the
specified date, it should be accepted only if it has been put into the post on or before that date
subjected to the production of evidence to that effect by the applicant.

FORM-1A
Form of application for commutation of a fraction of superannuation pension without
medical examination when applicant desires that the payment of the commuted value of
pension should be authorized through the pension payment order.

[ See Rules 5 (2), 12, 13(3), 14 (1) and 15(3)]
(To be submitted in duplicate at least three months before the date of retirement)

PART-1

The……………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
(Here indicate the designation and full address of the Head of Office.)

Subject : Commutation of pension without medical examination.
Sir,
I desire to commute a fraction of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below:-

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</thead>
<tbody>
<tr>
<td>1. Name in block letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Father's name and also husband's name in the case of female Govt. servant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Designation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Name of Office/Department/Ministry In which employed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Date of Birth (By Christian era)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Date of retirement on superannuation or on the expiry of extension in service granted under FR 56 (d)</td>
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<tr>
<td>7. Fraction of superannuation pension proposed to be commuted</td>
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</table>

contd……

PART-III

Forwarded to the Accounts Officer

(here indicate the address and designation)
with re remarks that:-

1. (i) The particulars furnished by the applicant in pat-I have been verified and are correct. 
   (ii) The applicant is eligible to get a fraction of his pension commuted without medical 
   examination. 
   (iii) the commuted value of pension determined with reference to the Table applicable at 
   present 
   comes 
   Rs…………………………………………………………………………………
   (iv) the amount of residuary pension after commutation will be 
   Rs………………………………...

2. The pension papers of the applicant completed in all respects were forwarded under this 
   Ministry/Department/Office letter No. 
   ………………………………………………………………………...
   dated………………………………... It is requested that the payment of commuted value of pension 
   may be authorized through the pension payment order which may be issued one month before the 
   retirement of the application.

3. The receipt of Part I of this form has been acknowledged in Part – II which has been 
   forwarded separately to the application on 
   ……………………………………………………………………………………
   ……….

4. The commuted value of pension is debitable to Head of Account 
   ……………………………………………
   ……………………………………………

Place : ………………………

Signature

Date : ................................. (Head of Office)
FORM-1
[See Rule-53 (1)]
Nomination for Death-Cum-Retirement Gratuity

When the Government Servant has a family and wishes to nominate one member, or more than one member, thereof.

I …………………………………………………………………hereby nominate the person/persons mentioned below who is/are member(s) of my family and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be authorized by the Central Government in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

<table>
<thead>
<tr>
<th>Original Nominee(s)</th>
<th>Amount of Share of Gratuity Payable to Each*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Address of Nominee/n Nominees</td>
<td>Relationship with the Govt. Servant</td>
</tr>
<tr>
<td>1.</td>
<td>2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Nominee(s)</th>
<th>Amount or Share of Gratuity Payable to Each**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Address, Relationship and Age of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Govt. servant or the nominee dying after the death of the Government servant but before receiving payment of Gratuity</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>6.</td>
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</table>

This nomination supersedes the nomination made by me earlier on ……………………………………………………………………………………………. which stands cancelled.

Note: (i) The Government servant shall draw lines across the blank space below the last entry to prevent insertion of any name after he has signed.
(ii) Strike out which is not applicable.

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

Witnesses to signature:
1. ……………………………………Signature of Govt. Servant
2. ……………………………………(To be filled by the Head of Office)

Nomination by …………………………….

Designation……………………………..Signature of Head of Office

Office…………………………………..Date……………………………………

…………………………………..Designation…………………………

Proforma for acknowledging the receipt of the nomination form by the Head of Office.

To,

…………………………………..

…………………………………..

…………………………………..

Sir,

In acknowledging the receipt of your nomination…………………………………………
the ……………..cancellation, dated the……………………………..of
the nomination made earlier in respect of gratuity in form………………………………………..
I am to state that it has been duly placed on record.

Place…………………………………..Signature of Head of Office
Dated the……………………………..Designation……………………………..

Note: The Government Servant is advised that it would be in the interest of his nominee(s) if copies of the nomination and the related notices and acknowledgements are kept in safe custody so that they may come into the possession of the beneficiaries in the event of his death.
* This column should be filled in so as to cover the whole amount of the gratuity.

** The amount/share of the gratuity shown in this column should cover the whole amount/share payable to the original nominee(s).

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II, U.P., ALLAHABAD.

Specimen signature in respect of Shri……………………………………………………………………
…………………………………………Designation…………………………………………………………...
Personal No………………………………………………
1. ……………………………………………………………

Signature
2. ……………………………………………………………
Attested
3 ……………………………………………………………

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II, U.P., ALLAHABAD.

Specimen signature in respect of Shri……………………………………………………………………
…………………………………………Designation…………………………………………………………...
Personal No………………………………………………
1 ……………………………………………………………

Signature
2. ……………………………………………………………
Attested
3 ……………………………………………………………
Photograph of Shri/Shrimati_______________________________________________________

_________________________________________________________ with his/her wife/husband

Shri/Shrimati___________________________________________________________________

___________________________________________________________________.

Attested
OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II, U.P., ALLAHABAD.

Personal marks of indentification of Shri/Shrimati ________________________________
_________________________________________________ Designation_____________________

Personal No.________________________________________________________

Retiring on_________________________________________________________

1. Height___________________________________________________________

2.  

Attested

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II, U.P., ALLAHABAD.

Personal marks of indentification of Shri/Shrimati ________________________________
_________________________________________________ Designation_____________________

Personal No.________________________________________________________

Retiring on_________________________________________________________

1. Height___________________________________________________________

2.  

Attested
वसूली जॉंच अनुशासनात्मक कार्यवाही सम्बन्धी प्रमाण पत्र

प्रमाणित किया जाता है कि श्री ........................................................................................................

..............

खोलेआ1 / खोलेआ2 / वोखोलेआ3 ........................................................................................................

............के विरुद्ध कोई भी वसूली शेष नहीं है तथा उनके विरुद्ध कोई भी जॉंच एवं अनुशासनात्मक
कार्यवाही नहीं चल रही है ।
2/ वोखोलेहो का सेवा सत्यापन विवरण

1. जन्म तिथि
2. कार्यभार ग्रहण करने की तिथि
3. सेवा निवृत्ति की तिथि

<table>
<thead>
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<th>क्रमांक</th>
<th>तैनाती का स्थान</th>
<th>पद</th>
<th>अवधि</th>
<th>सेवा सत्यापन का विवरण</th>
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<tbody>
<tr>
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<td></td>
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<td></td>
<td>अवधि</td>
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<tr>
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<td></td>
<td>सेवा पुस्तिका का पुस्त सं.0</td>
</tr>
</tbody>
</table>
CONSENT FOR RECOVERY

I hereby give my consent that any amount of Pension/Family Pension/D.C.R.G. found to have been paid to me in excess of what I am entitled under rules or any other amount found as recoverable from me may be deducted from my Pension/Family Pension and or D.C.R. Gratuity.

(Signature of the Applicant)

Place……………………………………..

Date……………………………………..
CONSENT FOR RECOVERY

I hereby give my consent that any amount of family pension/D.C.R.G. found to have been paid to me in excess of what I am entitled under rules or any other amount found as recoverable from me may be deducted from my Pension/Family Pension and or D.C.R. Gratuity.

(Signature of the Applicant)

Place……………………………………

Date……………………………………

Attested

Signature………………………………

Designation…………………………….

Detail of Earned Leave Account of Shri……………………………………………………………………………………………………

D.A.O. -I/D.A.O.-II/Sr. D.A.O.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Period</th>
<th>Leave Earned</th>
<th>Total Earned Leave</th>
<th>Leave Taken</th>
<th>Balance E/L</th>
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</tbody>
</table>
Received the sum of Rs……………………………………………………………………………
………………………………….being the total of entitlement of Rs……………………………
from the Insurance Fund and/or Rs………………………………………………………………
the saving fund accrued to ………………………………………………………………………
Name ………………………………………………………………………………………………
Designation……………………………………Group/A/B/C/D CentralGovt. Employees Group
Insurance Scheme 1990.
FOR USE IN DEPARTMENT/OFFICE

(a) Relevant biodata of the member
1. Type of group of the member (i.e. lowest Viz * D C B A on initially joining the scheme on).
2. Year of acquiring membership of higher group.

   (i) C 19
   (ii) B 19
   (iii) A 19

be countersigned for payment of Rs.................................................................

(Rupees..........................................................)
to claimant (s).

Signature
Date
Designation of
DDO

FOR USE IN PAY AND ACCOUNTS OFFICE
Passed for payment of Rs.................................................................

Payment through cheque (s) No..................Date...................(Rs..................)

Pay and Accounts Officer

*Delete whichever is not applicable