

# **FORM OF APPLICATION 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 proceedings to  
the A.G. (A & E) / L.F. Authority within a period of 30 days)

1.	a) Name of the Government Servant		
	b) Post held		
2.	Name of the applicant (incase of death of Government Servant)		
3.	Permanent Address		
4.	Address after retirement		
5.	Communicaiton of Pension a) Whether willing to commute $\frac{1}{3}$ rd of monthly pension. Subject to A.P. Civil pension (commutation) Rules 1944		
	b) If the answer is NO, specify the fraction less than $\frac{1}{3}$ rd.		
6.	a) Name of the pension disbursing authority.		
		Name of the Bank and Branch	S.B. Account No.
	b) Name of the paying Bank from where pension payment is desired by the Pensioner / Family Pensioner / Gratuitant.		



## 7. 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	Relation ship with Government Servant	Married or Unmarried Date of Marriage if married	Whether employed or Not, give details of employment
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

### 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 is not permissible.
2. The family for the purpose mean 'Wife' or 'Husband' as the case may be 'Son' and 'Unmarried Daughter' as laid in Rule 50 (12) (for Family pension) and Rule 46 (5) (For Gratuity) of A.P. Revised Pension Rules, 1980.
3. In case of death of while in service of Government servant, the answer 'Married' in case if daughters will be understood that the daughter is already married as on the of death of the Government Servant.



DECLARATION

1. I undertake to refund the amount of Pension, Gratuity and Commutation, if it is found subsequently to be excess of the amount to which I was entitled under the Rule.
2. I solemnly affirm that the particulars given by me in Part - I at item 7 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 at the best of my knowledge. If found false in future may be liable for any action that may be taken by the Government.

Place :

Signature of the Government Servant / Applicant.

Date :

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

1. Application for pension / gratuity etc., in Part - I is received on .....  
(Date to be recorded)
2. Certified that the person / persons mentioned by the Government Servant / Applicant in item 7 of part-I are legally entitled to receive the pension / share in gratuity.
3. Guardianship certificate : (to be filled in wherever necessary)

This is to certify that the following minors of the deceased Government Servant Late Sri /

**NAME**

**DATE OF BIRTH**

1.....	.....
2.....	.....
3.....	.....
4.....	.....
5.....	.....

Place :

Signature of the Head of the Officer

Date :

Office Seal



## NOMINATION

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 the Government, in the event of my death while in service on my death Life Time Arrears of Pension, Retirement Gratuity, commuted value of Pension, Death Relief which have in become admissible to me on retirement which may remain unpaid at my death.

Name and address of Nominee (s)	Relationship with Government Servant	Age	Amount of share payable to each in Col - 1	Contingencies on the happening of which the nomination shall be come invalid (Death need not be mentioned)	Name and address, relationship and age of the alternative nominee (s) to whom the right conferred on the nominee (s) in Col. 1 shall pass in the event of the nomination to him / her / them becoming ineffective.	Amount or share payable each in Col. 6

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



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

Witness

1. Signature

Name and  
Address

2. Signature

Name and  
Address

Signature of the Government

Name :

Designation :

Office :

Countersigned :

Signature of Head of / Department :

Date :

Name and Designation :

Office Seal :

Note (1) : The Government servant who has a family may nominate one member or more than one member of the family as defined in Rule 46 (5) of AP Revised Pension Rules, 1980.

Note (2) : The Government servant who has no family may nominate a Person or Persons, or a body of individuals whether incorporated or not.

Note (3) : The Government servant may note that the nomination with signature of two witness shall only have the legal validity of a Will.

Note (4) : This nomination form is to be submitted by the employees in triplicate, one for use of the Pension Sanction Authority and two Copies to be forwarded to the Accountant General Local Fund Audit Offices.

Note (5) : For the purpose of Rules 46, 47, 48 and 49 of Revised Pension Rules 1980, family in relation to a Government Servant means :-

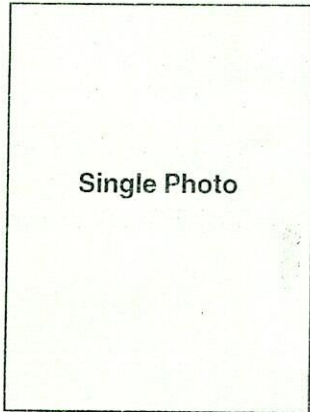
- (i) Wife or wives in the case of male Government Servant.
- (ii) Husband, in the case of female Government Servant.
- (iii) Sons including step sons, posthumous son, and adopted sons (whose personal impermits such adoption)
- (iv) Unmarried daughters including step daughters, posthumous daughters and adopted daughters.
- (v) Widowed daughters including step daughters and adopted daughters.
- (vi) Father including adoptive parents in the case of individuals whose personal law.
- (vii) Mother permits adoption.
- (viii) Brothers below the age of 18 years including step brothers.
- (ix) Unmarried sisters and widowed sisters including step sisters.
- (x) Married daughters and
- (xi) Children of pre - deceased son



**ANNEXURE - 1**

**DESCRIPTIVE ROLLS**

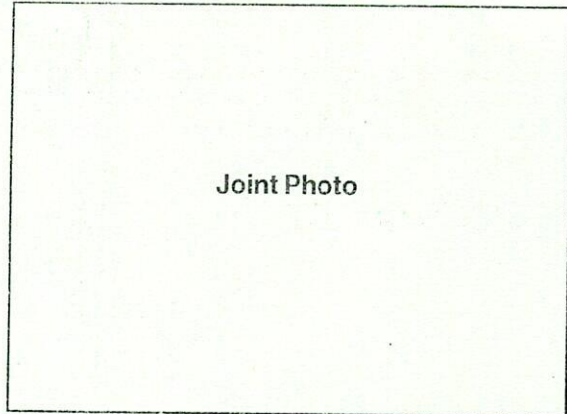
**A. SPACE FOR PHOTOGRAPHS :**



**Single Photo**

**Single Photo**

**Service Pensioner / Family Pensioner  
/ Gratuitant / Guardian or Minor or  
Handicapped Child.**



**Joint Photo**

**Joint Photo**

**Joint Photo of Service Pensioner with Family  
Pension beneficiary / Guardian with Minor or  
Handicapped Child.**

**(Attestation has to be done across the Photos by a Gazetted Officer of A.P. Government in Service.)**

**B. SPECIMEN SIGNATURE OF :**

**(i) SERVICE PENSIONER :**

(ii) Family Pensioner / Gurtuitant / Guardian of Minor of Handicapped child

Speciment Signature Sri / Smt / Kum

Wife / Husband / Son / Daughter / Guardian of

1.

2.

3.

C. PERSONAL IDENTIFICATION MARKS OF :

(i) Service Pensioner Sri / Smt. / Kum.....

1.

2.

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

Sri / Smt / Kum .....

1.

2.



**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 others it is optional)

Details	Thumb Finger	Fore Finger	Middle Finger	Ring Finger	Little Finger
Service Pensioner					
Family Pensioner					
Gratuitant					
Guardian of Minor / Handicapped Child					

Place :

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 :- 3 Copies will be forwarded to Accountant General / Local Fund Audit Officer by Pension Sanctioning Authority and on will be retained by the Pension Sanctioning Authority.



## PART - II (A) INFORMATION TO BE FILLED UP BY THE PENSION SANCTIONING AUTHORITY

1. Name of the Government Servant and Post held	
2. Father's Name / Husband's Name	
3. Name of the applicant (In the case of death of Government Servant)	
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. The Rule applicable : (a) The relevant Rule under the A.P. Revised Pension Rules, 1980 applicable (Tick the rule number (s) applicable and strike out the rest.)	Rule 33 Superannuation Pension (Rule 42)
	Rule 34 Retiring Pension (Rule 43 / 44)
	Rule 35 Pension on absorption under corporation
	Rule 37 Invalid Pension
	Rule 38 Compulsory Retirement Pension
	Rule 39 Compulsory Retirement Pension
	Rule 40 Compassionate Allowance
	Rule 43 Retirement on completion of 20 year 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 applicationable.	
9. Total Service (6-5)	
10. Period of non - qualifying service	
(a) E.O.L.	
(b) Suspension Period	
(c) Dies - Non	
(d) Boys Service	
(e) Any other service not qualifying for pension	
<b>TOTAL NON - QUALIFYING SERVICE (a to e)</b>	



11. Net qualifying service (9-10)			
12. Weightage, if any			
13. Total qualifying service for calculation of pension (11+12)			
14. Last pay drawn (Rule 31, 46 (4) 50 (12) (c) of APRPRs. 1980) para 4 of G.O. Ms. No. 87 Fin & Pig. (F.W. Pen. 1) Dept. dated 25-5-98.			
15. Calculation of Service Pension / Service Gratuity (Rule 45 of APRPRs. 1980.)			
16. Calculation of Retirement Gratuity. (Rule 46 of APRPRs. 1980)			
17. Calculation of Family Pension			
(a) Enhanced Family Pension			
(b) Normal Family Pension			
18. Period of Payment of Pension	As applicable to the case under consideration in		
(a) Service Pension	FROM	TILL DEATH	
(b) Enhance Family Pension	FROM	TO	
(c) Normal Family Pension	FROM	TO	
19. Government dues to be recovered in respect of	PRINCIPAL	INTEREST	TOTAL
(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) Computory Advance			
(k) Other Government Dues.			
Total			
<p>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.</p>			
20. LIC is enclosed / LPC will be sent after retirement.			



**PART - II (B)**

**SANCTION OF PENSION**

**CERTIFICATE** of competency to record sanction (applicable in case of sanction of pension to non-gazetted officer including Class - IV Employees)

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

OR

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

(Strike off whichever is not applicable)

**SANCTION ORDER :**

Pension benefits including commutation found admissible under the rules may be authorised It is verified from the records in records in my custody and certify that no diciplinary or Judicial proceedings are pending / contemplated against retiring / retired Government Servant to who I am the authority for sanction of pension.

(i) Service Pension

(ii) Retiring Gratuity

(ii) Commutation

(iv) Family Pension

(a) Enhanced Family Pension

(b) Normal Family Pension

*Office Seal*

*Signature and Designation of  
Pension Sanctioning Authority*

*Date*

Note 1 : This is to be prepared in duplicate by the Pension Sanction Authority, One for the record of Pension Sancitoning Authority and the other one to be 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 the Government Servant / applicant Part - I.

Note 3 : If the Pensionary benefits are not be released : Part-II-B (b) shall be strike 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 Office to the beneficiary without any dealy.

Note 5 : Head of Departments are those listed in Appendix - I mentioned in Articles 6 A.P Financial Code Volume - I / subsidiary Rule 32 (ii) of FR 9.



ANNEXURE - III

FROM

BY REGISTERED POST

(Pension sanctioning authority)

To

The

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

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 Form of Sri / Smt.....

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 the A G (A&E) A.P., 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 pensionary benefits as contemplated in Govt. Memo No. 33764 / A / 55 / PSC / 93, Finance & Planning (FW - PSC) Department, dated 15-10-1993 and related in Government Memo No. 37254 / 361 A2 / Pen - 1 / 98, Finance & Planning (FW Pen - 1) Department dated 4-7-1998, Copies of such orders shall also be sent to be concerned Treasury Officers / PPO for withholding the Pensionary benefits. In this connection the instructions issued in para 2, Part - II B of G.O. Ms. No. 263, Finance & Planning (FW-PSC) Department dated 23-11-1998 may be scrupulously followed.

Station

Yours sincerely

Date

(PENSION SANCTIONING AUTHORITY)