



TO WHOM IT MAY CONCERN

Certified that the particulars of _____ working
as _____ R/O _____

are as under:

Height: _____

Identification Mark: _____

Thumb Impression: _____

Space for
photograph duly
attested

ATTESTED



राष्ट्रीय प्रौद्योगिकी संस्थान, श्रीनगर (हज़रतबल, श्रीनगर, जम्मू और कश्मीर, 190006, भारत)

(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में राष्ट्रीय महत्व का एक स्वायत्त संस्थान)

NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR (HAZRATBAL, SRINAGAR, JAMMU & KASHMIR, 190006, INDIA)

(An autonomous Institute of National Importance under the aegis of Ministry of Education, Govt. of India)

TO WHOM IT MAY CONCERN

Photograph of _____ and

_____ Department of _____ N.I.T Srinagar.

Space for joint photograph duly attested

ATTESTED



SPECIMEN SIGNATURE & PHOTOGRAPH OF

Mr./Shri/Dr. _____ H/o _____

Space for
photograph duly
attested

Signature:

Height:

Mark of Identification:

ATTESTED



SPECIMEN SIGNATURE & PHOTOGRAPH OF

Mrs./Smt. _____ W/o _____

Space for
photograph duly
attested

Signature: _____

Height: _____

Mark of Identification: _____

ATTESTED



PENSION FORM - 1 - A

[See Rules 5(2), 12, 13(3), 14(1) & 15(3)]

FORM OF APPLICATION FOR COMMUTATION OF 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

(To be submitted in duplicate at least three months before the date of retirement)

(Part-I)

The Director,
National Institute of Technology,
Hazratbal, Srinagar.

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:

1.	Name in block letters	
2.	Father's Name (and also Husband's name in the case of female Government servant)	
3.	Designation	
4.	Name of Office/Department	
5.	Date of Birth (in Christian era)	
6.	Date of retirement on superannuation or on the expiry of extension in service granted under FR 56(d)	
7.	Fraction of superannuation pension proposed to be commuted	

Continued on next page...



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(Part-II)

8.	Disbursing authority from which pension is to be drawn after retirement	
	(a) Name and complete address of the J&K Bank from which the pension to be drawn	
	(b) Account No.	

Signature_____

Place:

Dated:

Present Postal Address

Postal Address after retirement

ATTESTED



PENSION FORM – 3

[See Rules 54 (12) of CCS (Pension Rules)]

DETAILS OF FAMILY

Name of the Government Servant : _____

Designation : _____

Date of Birth : _____

Date of appointment : _____

Details of the Members of Family as on _____

S. No.	Name of the Members of Family	Date of Birth	Relationship with the officer	Marital status	Remarks	Dated Signature of Head of Office

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 the Government Servant

*Family for this purpose means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the CCS (Pension) Rules, 1972.

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.

Note 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.

Note 3. - The Head of Office shall include 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.

Note 4. - Wife and husband shall include judicially separated husband and wife.

PENSION FORM 7

Form for assessing Pension / Family Pension Gratuity

[To be sent six months before the date of retirement to the PAO]

[See Rules 58, 60, 61 (1) and(3) and 65 (1) of CCS (Pension) Rules]

PART I

1. Name of the retiring Government employee
2. Father's / Husband's Name
3. PAN No.
4. Height and Marks of Identification
5. Date of Birth
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
Government or outside the Government on foreign service
Terms
 - f. If on foreign service, scale of Pay/ Pay Band, Pay in the Pay
Band and 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—
 - (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 or FR 56 3*
 - (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) Invalidment on medical ground (*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 Organization	Post held	Period of Service		
		From	To	Period

(b) Whether the above service is to be counted for pension

(c) Whether the Autonomous Organization 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 deficiencies in the Service Book which has 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 (c)].
 - (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed ...
 - (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 and over is 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—

<i>From</i>	<i>To</i>	<i>Rate of Pa y</i> <i>(including NPA)</i>	<i>Amount</i>

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

5
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 service and the emoluments / average emoluments proposed to be reckoned 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—
 - (i) death gratuity / retirement gratuity ...
 - (ii) payment under CGEGIS ...
 - (iii) amount of GPF, if applicable ...
 - (iv) arrears of pension ...
 - (v) Commuted value of pension (if applicable) ...

12. (i) Has the retiring Government servant worked in any of the organizations mentioned in sub-rule 3-A of Rule 8 of the CCS (Pension) Rules, 1972 ...
 - (ii) 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 saving effected and the reason 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 Government accommodation beyond retirement (Rule 72 (1) and 72 (4))..
 - (iii) Amount intimated by Directorate of Estates for being withheld 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

2. Head of Account to which the amount of pension, retirement / death gratuity and family pension are to be debited

PENSION CALCULATION SHEET

1. Name
2. Designation
3. Scale of Pay / Pay Band and Grade Pay
4. Date of birth
5. Date of entry in the Government service
6. Date of retirement... ..
7. Length of qualifying service reckoned for pension / gratuity (as indicated in PPO)
8. Emoluments drawn during the last ten months
9. (1) Emoluments or average emoluments, whichever is more beneficial for pension (as indicated in PPO)
- (2) Pension admissible (if qualifying service is ten years or more)
- Calculations to be shown as follows:—
- Emoluments or Average Emoluments / 2
10. (1) Emoluments for gratuity (as indicated in PPO)
- (2) Retirement gratuity admissible
- Calculations to be shown as follows:—
- Emoluments / 4 x Qualifying Service (In completed six monthly period, not exceeding 66)
11. (1) Pay for Family Pension (as indicated in PPO)
- (2) Family Pension admissible
- Calculations to be shown as follows:—
- (a) ordinary Family Pension :
- Pay x 30%
- [Subject to prescribed minimum and maximum]
- (b) Enhanced Family Pension:
- Pay + 2
- [Subject to prescribed minimum and maximum as per Rule 54]

Head of office
Countersigned by
PAO

Copy to:—Shri/Smt./Kumari..... retiring Government servant
