

PENSION PAPERS

OF

Mr./Mrs./Miss _____

Postal Address: _____

N.B: Please read carefully the instructions contained in the guide for Retiring Government Servants and the Manual of Pension Procedures.

In the case of family pension for death while in service, page 2 will not be filled in and page 3 will be applicable.

APPLICATION FOR PENSION AND/OR GRATUITY**PART-1**

(To be filled in and signed by the Applicant himself/herself)

To,

The _____

Sir,

*** have retired**I have the honour to say that I *** have been permitted to retire from**Service on (Dated) _____ *** am due to retire**

Therefore request that the pension/gratuity admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of this service nor shall I submit any application here after without quoting a reference to this application and to the orders which may be passed thereon.

3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4. I wish to commute my pension to the extent of Rs. _____

5. I wish to draw my pension from the District Accounts Office/Treasury/
Sub-Treasury/National Bank of Pakistan Branch.

at _____ (Place)

6. The following documents, duly attested, are enclosed:

- (a) Three specimen signatures of mine/two sets of my thumb and finger impressions on the prescribed form.
- (b) Three photographs of mine.
- (c) List of family members.

Your Obedient servant,

Signature:

S/o:

D/O:

W/O:

Date: _____

Post held on the

Date of retirement

* Delete in applicable alternative.

APPLICATION FOR FAMILY PENSION

(To be filled in and signed by the Applicant himself/herself)

To,

The _____

I have the honour to say that my husband/wife/ * _____
has expired on (date) _____ I, therefore, request that the family
pension admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any family pension.

3. Should the amount of the family pension granted to me be afterwards found
to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any
such excess.

4. I wish to draw my pension from the District Accounts Office/ Treasury/
Sub-Treasury/National Bank of Pakistan Branch,
At _____ (Place).

5. The following documents, duly attested, are enclosed.

- i) Three specimen signatures of mine duly attested/two sets of my thumb and
finger impressions on the prescribed form.
- ii) Three photographs of mine **
- iii) List and particulars of family members
- iv) Descriptive Roll.
- v) Death Certificate
- vi) Non-remarriage and non-separation certificate.

Yours Faithfully,

Signature: _____

Widow/husband/entitled

Member of the family. _____

Postal Address _____

Date: _____

* Indicate relationship with the deceased Government Servant.

** Not applicable in the case of purdah observing lady.

PART – II

(To be completed by the Office/Department receiving the application for pension)

SECTION (1): PARTICULARS OF APPLICANT

- *1 Name of Civil Servant _____
- *2 Father's Name _____
- *3. Nationality _____
- *4. Postal Address _____
5. Post held on the date of retirement/death _____
6. BPS _____ Date of Birth _____
- : Commencement of Service _____
7. Date of : Retirement/Death _____
- : Application for pension _____
8. Length of service: Y M D
- From to
- From to
- From to
- TOTAL: _____
9. Date of commencement and ending of each spell of military service if any:
- Y M D
- From to
- From to
- TOTAL: _____
10. Government under which service has been rendered, in chronological order:
- Y M D
- Govt. of _____ From to
- Govt. of _____ From to
- TOTAL: _____
11. Class of pension or gratuity applied for _____
12. Average Emoluments/Last pay drawn of the
Post held on regular basis _____
13. Proposed gross pension/Gratuity _____
14. Proposed family pension _____
15. Proposed value of commutation _____
16. Proposed net pension _____
- District Accounts Office _____
- 17*. Place of Treasury/Sub Treasury _____
- National Bank of Pakistan _____ Branch
18. Date from which pension is to commence _____

Signature of Head of

Office/Department _____

Name _____

Official Seal

Designation _____

* Entries No.1,2,3,4 and 17 should be made in capital letters.

SECTION (2) : CALCULATION OF QUALIFYING SERVICE

a)	Total length of service as per Col.10 of Section (1)	Y	M	D
	<u>Period</u>			
b)	Less non-qualifying service	From	to	Y M D
	i) Extraordinary leave ...			
	ii) Unauthorized absence..			
	iii) Spell of service not qualifying for pension under Article 420, CSR			
	TOTAL (i)(ii)&(iii)			Y M D
c)	Total qualifying service (a) – (b)			
d)	Add:	<u>Period</u>		
	i) Periods, if any, of Military service or War Service allowed to Count for Pension	From	to	Y M D
	ii) Benefit of condonation of deficiency in total qualifying service			
	TOTAL (i) & (ii)			Y M D
	Net qualifying service (d) + (d)			

SECTION (3): CALCULATION OF “AVERAGE EMOLUMENTS” * UNDER PARA 3(a)/(b) OF L.P.R. 1977

Period		Duration Month & Days		Monthly rate Of Emoluments		Amount drawn	
From	To	M	D	Rs.	Ps.	Rs.	Ps.

* The Total emoluments for 36/12 months are;

Therefore “Average Emoluments”, work out to Rs. _____ ÷ 36/12 = Rs. _____ P.M

SECTION (4): CALCULATION OF PENSION

Length of net qualifying service _____ years

Emoluments/Average Emoluments/Las
Pay drawn of the post held on
Regular basis.

Rs. _____

Amount of gratuity (in case where
qualifying service is 5 years) or
more but less than 10 years)

Rs. _____

Amount of gratuity on discharge from
temporary service where qualifying
service is 10 years or more but less
than 25 years

Rs. _____

Gross Pension calculated upto
30 years qualifying service

Rs. _____

Benefit to the extent of 2% of Gross
Pension for each extra year of
service beyond 30 year subject to a
maximum of 10% of the Gross Pension

Rs. _____

Total Gross pension Rs. _____

(-) Amount surrendered for commutation

Rs. _____

Net Pension

Rs. _____

SECTION (5): COMMUTED VALUE OF PENSION

i) Amount of pension to be
Commuted.

Rs. _____

ii) Age next birthday or 60 in
Case of Superannuation.

_____ years

iii) Number of years purchase

_____ years

iv) Commuted value of pension

Rs. _____

SECTION (6): ORDERS OF THE SANCTIONING AUTHORITY

1. The undersigned is satisfied that the service of _____
_____ has been satisfactory. The grant of full pension and /or
gratuity which the Audit Officer may find to be admissible under the rules is hereby
sanctioned.

OR

The undersigned is satisfied that the service of _____
_____ has not been satisfactory and it has been decided that the full
pension and/or gratuity found by the Audit Officer to be admissible under the rules should be
reduced by the specific amounts or percentage given below:-

Amount or percentage of reduction in pension _____

Amount or percentage of reduction in gratuity _____

Sanction is hereby accorded to the grant of pension and/or gratuity as so reduced.

2. The payment of pension and/or gratuity may commence from _____ before
issuing the pension payment order, the Audit Officer may kindly ascertain whether the
Last pay and no Demand Certificates have been received by him. In case the Last Pay
Certificate and/or No Demand Certificates has/have not been received with the pension
papers, the Audit Officer should issue P.P.O, subject to the production of the Last pay
Certificate and/or an undertaking, at the time of first payment of pension/gratuity by the
pensioner, or his family (in case of his death) to the effect that any demand coming to the
notice within a period of one year after the issue of P.P.O would be recovered from
him/her.

Signature _____

Designation _____

Official Seal.

(FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE)

- I. The calculations contained in the preceding pages have been checked.
- II. Length of qualifying service accepted in Audit _____ years.
- III. Reasons for difference, if any between this and the length of qualifying service worked out by the Department.
- IV. Amount of pension. Rs. _____
- V. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- VI. Amount of family pension. Rs. _____
- VII. Reasons for discrepancy, if any, between this amount and that calculated by the Department
- VIII. Amount of Commutation for the pension commuted. Rs. _____
- IX. Reasons for discrepancy, if any, between this amount and that calculated by the Department
- X. Amount of net pension payable. Rs. _____
- XI. The pension will commence from _____
- | | | |
|---------------------------------------------|---------|----------|
| XII. Allocation of the pension and gratuity | Pension | Gratuity |
|---------------------------------------------|---------|----------|
- Government of _____
- Government of _____
- Government of _____
- Defense Estimates _____
- TOTAL: _____
- XIII. Anticipatory pension of Rs. _____ (Rupees _____) per month, granted with effect from _____ vide P.P.O No. _____ under rule _____ to be adjusted in the final P.P.O.
- XIV. Amount of original pension commuted Rs. _____
- XV. Checked with the L.P.C and "No Demand Certificate"
- XVI. P.P.O issued vide no. _____ dated _____

Assistant Accountant General
Assistant Accounts Officer