

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/her retirement.

1. Name :
2. (a) Date of Birth :
(b) Date of Retirement :
3. Three specimen signatures duly attested to be furnished on a separate sheet) duly attested by Gazetted Govt. Servant.
4. Three copies of passport size joint photograph with wife or husband (to be attested by the Head of Office).
5. Three slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government Servant.
6. Present Address :
7. Address after retirement :
8. "Name of the Treasury through which :
the pension is to be drawn
9. Details of the family in Form-3.
10. Indicate whether family pension is admissible from any other source –military or State Govt, and/or a public sector undertaking/autonomous body/Local fund under the control of a state govt.

Place : New Delhi

Signature

Date :

Designation:
Division/Regional Station
I.A.S.R.I, New Delhi- 12.

Left hand thumb and finger impression of

Shri

Thumb

Pointer Finger

Middle Finger

Ring Finger

Little Finger

Signature

Attested

1. Signature
2. Designation
3. Signature
4. Designation

Date:-

Specimen Signature of Shri _____

In the Indian Council of Agricultural Research, New Delhi.

(1)

(2)

(3)

ATTESTED BY

(1)

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI- 110 001**

Descriptive roll of Shri _____

_____ in the Indian Council of Agricultural Research.

1. Date of Birth : _____
2. Height : _____
3. Personal Mark on hand or face
(1) _____
(2) _____
4. Signature (1) _____
(2) _____
(3) _____

ATTESTED (Two Gazetted Officers)

(1)

(2)

Pass Port size Photograph of Shri _____

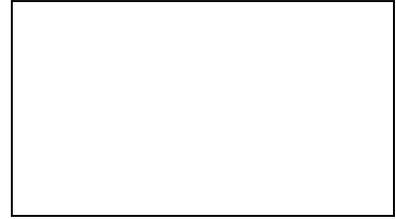
in the Indian Council of Agricultural Research, Krishi Bhawan, New Delhi-
110 001

Name of wife/husband: _____

ATTESTED BY
(Two Gazetted Officers)

(1)

(2)



(To be signed by the retiring Government Servant)

Whereas the ----- (here state the designation of the officer sanctioning the pension/service gratuity/Death-cum Retirement Gratuity) has consented to grant me the sum of Rs. _____ and or the sum of Rs. _____ as the amount of my gratuity, I here by acknowledge that in accepting the said amount (a) I fully understand that the Pension/Gratuity/Death-cum-Retirement Gratuity is subject to revision on the same being found to be in excess of that to which I am entitled under the rules, and I promise to raise on objection to such revision. I further promise to refund any amount paid to me in excess of that to which I may be eventually found entitled.

Signature of the Govt. Servant

(1) Signature

Address & Occupation of witness

(2) Signature

Address & Occupation of witness

The declaration should be witnessed by the persons of respectability in the town, village, or pargana in which the applicant resides.

FORM-7
(See Rules 58, 60, 61(1) and (3) and 65(1))

FORM FOR ASSESSING PENSION AND GRATUITY

(To be sent in duplicate if payment is desired in a different circular of accounting unit.)

PART- I

1. Name of the Govt. Servant :
2. Father's name (and also :
husband's name in the case of
female Government Servant
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 military service.

11. Government under which service :
has been rendered in order of
employment Year Month Day
12. Class of pension applicable :
13. The date on which action :
initiated to
 - (i) Obtain the "No Demand Certificate"
from the directorate of I states as
provided in rule 57;
 - (ii) Assess the government dues other than
the dues relating to the allotment of Govt.
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
 - (i) Interruption in service condoned
under rule 28
 - (ii) Extraordinary leave not qualifying
for pension
 - (iii) Period of suspension not treated as
qualifying

Total _____

- (17) Emoluments reckoning for gratuity :
- (18) Average emoluments :

Emoluments drawn during the last ten months of service

Post held	from	to	Pay	Personnal or special pay Average emoluments
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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 retirement.

24. Details of government dues recoverable out of gratuity:

i) License for the allotment of Government accommodation (see (sub-rule (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, if applicable

26. Whether family pension 1964 applied 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 65 years, or
 - b) after attaining the age of 65 years.
- (iii) Complete and up-to-date details
of the family as given in Form-3

S.No.	Name of the member of the family	Date of Birth	Relationship with the govt. servant
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- 27. Height
- 28. Identification marks :
- 29. Place of payment of pension IASRI
(Treasury, Sub-Treasury or Branch
of public sector bank or the Pay and
Accounts Office.)
- 30. Head of Account to which pension
And gratuity are debitable.

CHIEF ADMINISTRATIVE OFFICER

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI- 110 001**

I hereby agree to the recovery of Rs. _____ on account of overdrawal of pay and allowances and of Rs. _____ on account of arrear of rent and other miscellaneous recoveries being made for my pension and/or D.C.R. Gratuity.

(Signature)

Designation:

Witness:

1.

2.

NOMINATION OF FAMILY PENSION

I hereby nominate the persons mentioned below, who are members of my family to receive in the order shown below the family pension which may be granted by Government in the event of my death after completion of 10 years qualifying service.

Name and address of nominee	Relationship with Officer	Age	Whether married or unmarried
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This nomination supersedes the nomination made by me earlier on which stands cancelled.

N.B. : The Officer should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Witness & Signature:

(1)

(2)

PROFORMA

1. Date from which continuous appointment of the Govt. of India.
2. Brief particulars of Service rendered from time to time.
3. If even on foreign service, if so periods and details thereof.
4. Whether House Building/ Conveyance Advance sanctioned if so details thereof indicating the balance amount which will remain outstanding at the time of retirement.
5. Whether opted for Liberalized Pension Rules including Family Pension Scheme' 64.
6. Whether nomination for Death-cum-Retirement gratuity, Family Pension and Details of Family furnished.
7. Particulars of Govt. accommodation allotted from 1.3.1960.

Dated the _____

SIGNATURE OF RETIRING OFFICER

DESIGNATION :

FORM OF APPLICATION FOR COMMUTATION OF PENSION WITHOUT
MEDICAL EXAMINATION 9 UNDER MINISTRY OF FINANCE OFFICE
MEMORANDUM NO. 14(5)-EV (A)/76 DATED 26TH December, 1977.

To

The Director
NCAP, New Delhi



Sub: - Commutation of Pension without Medical Examination.

Sir,

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below. * (An attested copy of my photograph is pasted on this application and an unattested copy is enclosed).

1. Name in Block Letters :
2. Date of Birth :
3. Date of Superannuation on attaining the age of 58 years (or 60 years in the case of Group 'D' employees) :
4. Designation of the post held at the time of superannuation and the name of the Ministry/ Department/Office. :
5. Amount of pension sanctioned and whether it is provisional or final. :
6. Class of pension as defined :

in Chapter V of the CCS
(Pension Rules) 1972.

7. Name of Treasury or Bank and :
Account Number from which
pension is being drawn.
8. Name of the Treasury or Bank :
through which are commuted
value is desired to be paid, if
through the Accounts Officer
who authorized the Pension.
9. Designation of the Accounts :
Officer and the number and
date of the PPO, if issued.
10. Amount (in whole Rupees) or :
percentage of pension proposed
to be commuted.
11. Particulars of any application
for commutation of pension made
previously and whether appeared before
any Medical Authority or not.

Date: _____

Signature
Full Postal Address

Note: The photographs are required to be submitted if the pension is desired otherwise than through the Account Officers of the Ministry/Departments/Office from which the Government servant retired.

PART-II

Forwarded to the _____ for
(Accounts Officer)
authorizing the payment of the commuted value

Place : New Delhi

Date : _____

Signature

Name & Address of the Head of Office

ACKNOWLEDGEMENT

Received from _____ retiring
an application for commutation of pension without medical examination.

Date_____

Signature, Name & Address of the
Head of the Office (with stamp)

This acknowledgement is to be signed stamped and dated and is to be detached from the form and handed over to the applicant. If the form is received by post, it has to be acknowledged in the same day and sent under registered cover to the applicant.