

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

NOTIFICATION

New Delhi, the _____, 2018

G.S.R..... - In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Pension) Amendment Rules, 2018.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules, 1972 (hereinafter referred to as the said rules), in Rule 77,-
 - (i) in sub-rule (2), in clause (b), the words and figures "or Form 11, as may be appropriate," shall be omitted;
 - (ii) in sub-rule (3), for the word and figures "Form 13", the word and figures "Form 10" shall be substituted.
3. In the said rules, in rule 80, in sub-rule (1), for the word and figures "Form 19", the word and figure "Form 8" shall be substituted.
4. In the said rules, in rule 81, in sub-rule (2), in clause (b), in sub-clause (i), the words and figures "or Form 21, as the case may be," shall be omitted.
5. In the said rules, Form 11, Form 13, Form 19 and Form 21 shall be omitted.
6. In the said rules, for Form 1, Form 3, Form 5, Form 7, Form 8, Form 10, Form 12, Form 14, Form 18, Form 20, Form 22, Form 23 and Form 24, the following Forms shall respectively be substituted, namely:-

[See rule 53 of Central Civil Services (Pension) Rules, 1972, rule 5 of General Provident Fund (Central Services) Rules, 1972 and para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

Common Nomination for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

Important

1. For nominating different persons for different benefits, separate copies of this form can be used. Strike out the benefit for which nomination is not made.
2. Please draw a line across the blank space below the last entry. The nominee(s)/ alternate nominee(s) shares together should cover the whole amount separately.
3. The receiving officer will return a signed copy of this form to the Government servant/ pensioner.

I, Name of the Govt. Servant hereby nominate the person/persons mentioned below and confer on him/her/ them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- i. Any gratuity, the payment of which may be authorised under Rule 50 of Central Civil Services (Pension) Rules, 1972.
- ii. Amount that may stand to my credit in the General Provident Fund.
- iii. Any amount that may be sanctioned by the Central Government under the Central Government Employees' Group Insurance Scheme, 1980.

A: Details of nominee(s):

Sl. No	Name	Date of birth [DD/MM/YYYY]	Relationship with employee/ pensioner	Share of nominee(s) (%)	Address	Circumstances under which the nomination shall become invalid
	(1)	(2)	(3)	(4)	(5)	(6)
1.						
2.						
3.						

B: Details of alternate nominee in case the nominee predeceases the Government Servant or the nominee dies after the death of Govt. Servant but before receiving payment:

(Fill the name of the alternate nominee in a sequence mentioned in table 'A' Column (1) above).

Sl. No	Name of alternate nominee	Date of birth [DD/MM/YYYY]	Relationship with employee/ pensioner	Share of Alternate Nominee(s) (%)	Address	Circumstances under which the nomination shall become Invalid
	(1)	(2)	(3)	(4)	(5)	(6)
1.						
2.						
3.						

C: Details of person who will receive the amount if nominee/alternate nominee is a minor:

Sl. No	Name (as in table 'A' or 'B' above)	Name of recipient	Date of birth [DD/MM/YYYY]	Relationship with nominee	Address
	(1)	(2)	(3)	(4)	(5)
1.					

The nomination(s) made herein supersede(s) any nomination(s) made by me earlier.

Place

Date

Mobile No.

(Signature)

(Signature of receiving officer with stamp)

Entry of receipt of nominations has been at page in volume of service book.

OR

Received the above nomination (s) vide Diary No. dated

Details of Family
Important

1. The original Form submitted by the Government servant is to be retained. All additions/alterations are to be communicated by the Government servant/pensioner alongwith the supporting documents and the changes shall be recorded in this Form under the signature of Head of Office in column (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.
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.
3. The Head of Office shall indicate 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.
4. Wife and husband shall include judicially separated wife and husband.
5. The pensioner shall attach the details of change in family structure after retirement in the proforma prescribed under Dept. of P.&P.W., O.M No. 1 (23)-P.&P. W/91-E, dated the 4th November, 1992.
6. Copies of birth certificates to be attached. Copies of any other relevant certificates, if available, should be attached.

Name of the Government servant		Designation		Nationality	
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Details of family members:

S.N.	Name (Please see notes below before filling)	Date of birth (DD/MM/YYYY)	Aadhaar no.* (optional)	Relationship with Govt. servant/ pensioner	Marital status	Remarks	Dated signature of Head of Office
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

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

E-mail: (Optional)

Place:

Mobile: (Optional)

Date

(Signature)

**Providing Aadhaar No. is optional. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

[See rules 59 (c), 59-A, 60 and 61(1) of Central Civil Services (Pension) Rules, 1972] [Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981, and rule 13(4)(ii) of Central Civil Services (Extraordinary Pension) Rules, 1939.]

Particulars to be obtained by the Head of Office from the retiring/retired Government Servant

1. Details of employee:

Name		Designation/ Rank	
Ministry/Deptt./Office		PAN No.	
Aadhaar No. *(Optional)		Mobile No.	
E-mail ID		Nationality	

2. Address after retirement for future correspondence:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone No. (If any)		Mobile No.	

3. Details of Bank through which Pension is to be drawn:

Type of A/c	<input type="checkbox"/> Single <input type="checkbox"/> Joint with Spouse	A/c No.	
Bank's Name		Branch	
BSR Code		IFS Code	

Note: Pl. attach a print of passbook/document showing the name of Account Holder.

(In case the Head of Office is satisfied that It is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed)

4. I desire to commute % my pension under Central Civil Services (Pension) Rules, 1972 in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

5. For Disability Pension, if the Government Servant is boarded out on account of disability attributable to performance of duty:

<input type="checkbox"/> IRLA <input type="checkbox"/> Personal <input type="checkbox"/> Force <input type="checkbox"/> Regiment No.	
Post held at the time of injury/disease	
Percentage of disability sustained due to injury/disease (as certified by the medical board)	

6. Whether Constant Attendance Allowance is claimed

☐ Yes ☐ No

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures: As per check-list.

Place:

Date:

(Signature of Applicant/Claimant)

Note 1: Commutation of pension is optional. Item 4 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case of the retiring/retired Government servant desires to apply for commutation of pension after submission of this form.

Note 3: Commutation of pension after one year or for commutation of pension in case of compulsory retirement/invalid pension/compassionate allowance will be applied in Form-2.

*Providing Aadhaar No. is optional. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI pension related purpose only, is presumed.

Check list of documents to be submitted along with Form 5

S. N.	Description of documents to be enclosed	Whether enclosed (✓)
1.	Whether name in bank account is same as in-service records/claim forms (Attach Photocopy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	a. Two specimen signatures (to be furnished in a separate sheet) b. If the claimant cannot sign his/her name then he/she is required to put the impression his/her left/right thumb on the document in lieu of specimen signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Three copies of passport size photograph: (Photograph to be attested by Head of Office)	
	a. Joint photograph with spouse.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Disabled child/ children.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c. Dependent parents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d. Disabled siblings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Whether form 3 has been enclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Undertaking for refunding any excess payment made by the pension disbursing Bank	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Nomination for Gratuity, Central Government Employees' Group Insurance Scheme and General Provident Fund in Common Nomination Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in common nomination form	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Indicate whether family pension is also admissible from any other source- (Tick whichever applicable) 1. Military <input type="checkbox"/> 2. State Govt. <input type="checkbox"/> 3. Public sector undertaking/ autonomous body/ local fund under the Central or State Govt. <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organizations referred to in rule 8 of the Central Civil Services (Pension) Rules, 1972 (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Written statement for counting the period of service under Rule 59(1) (a) (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Form for submitting details under Anubhav (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Form for availing Medical facilities of Central Government Health Scheme or Fixed Medical Allowance after retirement (If applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	If a disabled member is co-authorized for family pension, whether disability certificate enclosed (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	If the member is mentally disabled, whether details of legal guardian enclosed (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Whether the claimant wants to receive Pension Payment Order (PPO) in Office through Head of Office	<input type="checkbox"/> Yes <input type="checkbox"/> No
If applied for Disability Pension		
16.	Self-attested copies of certificate of medical board,	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Any additional documents which have a bearing on disability pension (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No

FORM 7

[See rules 58, 60, 61 (1) and (3) and rule 65(1) of Central Civil Services (Pension) Rules, 1972 and rule 13(4)(ii) of Central Civil Services (Extraordinary Pension) Rules, 1939]

Form for Assessing Pension/Family Pension and Gratuity
[To be sent four months before the date of retirement to the PAO]

PART-I (To be filed by Head of Office)

1. Name of the retiring Government employee		Nationality	
Name of <input type="checkbox"/> Mother <input type="checkbox"/> Father			
*Aadhaar No. (Optional)	PAN no.	Date of Birth	
2. Post held at the time of retirement: -			
(a) Name of the office	(b) Post held		
(c) Level of pay in the pay matrix	(d) Basic pay		
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms			
(f) Level of pay/basic pay in the pay matrix of the post in the parent department			
Whether declared substantive in any post under the Central Government			
3. Date of beginning of service	4. Date of ending of service		
5. Cause of ending of service (please tick one)			
(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, 48-A and FR 56 (k)]			
(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) Boarding out on disability	
5.A. 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)			
5.B. 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)			
6. 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			
7. Service in Autonomous body/State Government, if any :-			
(a) Details of service :	Name of organisation	Post held	
Period of service	From d D m m y y Y y To	Period d d m m y y Y y	
(b) Whether the above service is to be counted for pension in the Government			
(c) Whether the Autonomous Organisation has discharged its pensionary liability to the Central Government			
8. Whether any departmental or judicial proceedings 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.)			
9. Details of Service			
(a) Period of service	From To	Total duration of service	
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59 (b)(ii)]			
(c) Period not counting as qualifying service :-			
(i) Boy service (2nd provision 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 Nation Bodies for which United Nations pension has been availed (Rule 31)			
(vi) Any other period not treated as qualifying service (give details)			

[To be filled by Head of Office for Disability Pension under Central Civil Services (Extraordinary Pension) Rules, 1939]

1. Category of disability (as per schedule II of Central Civil Services (Extraordinary Pension) Rules, 1939)			
2. Circumstances which resulted in that disability			
3. Date of Injury/ disease (as certified by the medical authorities)	DD MM YYYY	4. Date of medical examination	DD-MM-YYYY
		4(a) Percentage of disability	
		4(b) Percentage of disability (after broad banding)	
5. Date from which disability pension is to commence			
6. Notional qualifying service (For categories 'D' & 'E' only)			
7. Which is more beneficial for disability pension <input type="checkbox"/> Emoluments <input type="checkbox"/> Average Emoluments			
8. Service element admissible [(Emoluments or Average Emoluments)/ 2]			
9. Proposed disability element		10. Proposed disability pension (Total of service element and disability element)	
11. Constant Attendance allowance, if admissible		12. Fixed Medical Allowance, if admissible	

13. Rate and amount of family pension if admissible as per Central Civil Services (Extraordinary Pension) Rules, 1939 (if death occurs within 7 years from the date of injury from the date of medical report declaring the Government servant as unfit for duty on account of a disease and is on account of the same injury or disease for which he was boarded out)

	Rate (%)	Amount (₹)
For spouse		
For children		
For parents (Both alive)		
For parents (Single Parent)		
For siblings		

Note: (i) Family pension will be payable under Central Civil Services (Pension) Rules, 1972 as per part I if the death occurs (a) after seven years from the date of injury or from the date of medical report declaring the Govt. servant as unfit for duty on account of a disease for which he was boarded out or (b) the death occurs within seven years on account of any reason other than the injury or disease for which he was boarded out.



Signature of the Head of Office


1. Whether retiring employee is an allottee of Government accommodation													
2. The date on which action initiated to obtain the 'No demand certificate from the Directorate of Estates as provided in Rule 57.													
3. Date of receipt of 'No Demand Certificate' from Directorate of Estates													
4. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates													
5. If retiring employee is not an allottee of Government accommodation, date on which 'No Demand Certificate' issued by the office													
6. Whether Form 5 has been enclosed												Yes	No
7. Date on which action initiated to assess the service and emoluments qualifying for pension as provided in Rule 59													
8. 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)													
9. Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity and pension.													
10. Whether any objection received from the employee on the above certificate													
11. Date on which the employee submitted his application for pension in Form 5													
12. Whether nominations made in common nomination forms for													
(i) Death gratuity/retirement gratuity						(ii) Payment under Central Government Employees' Group Insurance Scheme							
(iii) Amount of General Provident Fund, if applicable						(iv) Arrears of pension							
(v) Commuted value of pension (if applicable)													
(vi) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of Rule 8 of the Central Civil Services (Pension) Rules, 1972													
(vii) 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		Yes <input type="checkbox"/> No <input type="checkbox"/>											
14. Whether medical certificate of incapacity (for invalid pension) attached.													
15. Whether Statement of the savings effected and the reasons 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/compassionate allowance in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.													
17. Whether order for withholding pension/gratuity on finalisation of departmental/judicial proceedings attached, if applicable on finalisation of proceedings.													
18. Whether a statement indicating the reasons for delay (in case the pension papers are not forwarded before four months of the retirement of Government Servant) attached.													
19. 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.)													
20. For Disability Pension													
(i) Medical Examination													
(ii) Any other document (please specify)													
21. Whether name in 'Pension Disbursing Authority' i.e. Bank Account is tallying service records		<input type="checkbox"/> Yes <input type="checkbox"/> No											
22. Disbursement of commuted value of pension		<input type="checkbox"/> PAO <input type="checkbox"/> Disbursing Authority											

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PART-III
(Account Enhancement (by Accounts Officer))

Date of receipt of pension papers by the Accounts Officer from Head of Office																			
Entitlements admitted -																			
A. Length of qualifying service																			
B. Pension -																			
(i) Class of pension										(ii) Amount of monthly pension									
(iii) Percentage of pension to be withheld / withdrawn under Rule 9																			
(iv) Amount of pension payable after deduction of the amount withheld/ withdrawn																			
(v) Period for which pension is to be withdrawn / withheld																			
(vi) 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 Gratuity -																			
(i) Total amount of gratuity																			
(ii) Percentage of gratuity to be withheld under Rule 9																			
(iii) Amount of gratuity after deduction of amount withheld																			
(iv) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(1) and 72(4))																			
(v) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 72(5))																			
(vi) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73)																			
(vii) Net amount to be released immediately																			
E. Amount and period of Family pension -																			
(i) At enhanced rate										Amount					Period				
(ii) At normal rate																			
(iii) Head of account to which the amount of pension, retirement/death gratuity and family pension are to be debited																			
F. Whether any order affecting pension/ gratuity issued under Rule 9 of Central Civil Services (Pension) Rules, 1972										Yes <input type="checkbox"/> No <input type="checkbox"/>									
If so, details thereof																			
G. Disability Pension																			
1. Qualifying Service																			
(a) Actual (for all categories)										(b) Notional (for categories 'D' & 'E')									
2. Service element admissible (Emoluments or Average Emoluments/ 2)																			
3. Proposed disability elements										4. Proposed disability pension (Total of service element and disability element)									
										4(a) Percentage of disability									
										4(b) percentage of disability after broad banding									
H. Family pension admissible under Central Civil Service (Extraordinary Pension) Rules, 1939-																			
Rate and amount of family pension admissible as per Central Civil Services (Extraordinary Pension) Rules, 1939 (if death occurs within 7 years from the date of injury or date of medical report or disease and is on account of the same injury or disease for which he was boarded out)																			
Particulars										Rate (%)					Amount (₹)				
For spouse																			
For children																			
For parents (Both Alive)																			
For parents (Single Parent)																			
For siblings																			

Note: Family pension will be payable under Central Civil Services (Pension) Rules, 1972 as per part I if the death occurs (a) after seven years from the date of injury or from the date of medical report declaring the Govt. servant as unfit for duty on account of a disease for which he was boarded out or (b) the death occurs within seven years on account of any reason other than the injury or disease for which he was boarded out.


 Signature of Accounts Officer

PENSION CALCULATION SHEET

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1. Name		2. Designation			
3. Date of birth		4. Level of pay in the pay matrix	5. Basic pay		
6. Date of entry in the Government service		7. Date of retirement			
8. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)					
9. Emoluments drawn during the last ten months					
10. Emoluments or average emoluments, whichever is more beneficial for pension (as indicated in PPO)					
11. Pension admissible (if qualifying service is ten years or more) calculations to be shown as follows :- Emoluments or average emoluments/2					
12. Emoluments for gratuity (as indicated in PPO)					
13. Retirement gratuity admissible: calculation to be shown as follows :- Emoluments/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)					
14. Pay for family pension (as indicated in Pension Payment Order)					
15. Family pension admissible (calculation 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]					
16. Details of Commutation of Pension, If any					
(a) The percentage of pension commuted					
(b) Amount of monthly pension commuted					
(c) Commuted value of pension					
(d) Amount of residuary pension after deducting commuted portion					
17. Disability Pension/ Family Pension under Central Civil Services (Extraordinary Pension) Rules, 1939					
a. Category of Disability (as per Schedule II)					
b. Circumstances which resulted in that disability					
c. Notional qualifying service (For categories 'D' & 'E' only)					
d. Which is more beneficial for disability pension		<input type="checkbox"/> Emoluments <input type="checkbox"/> Average Emoluments			
e. Service element admissible [(Emoluments or Average Emoluments)/ 2]					
f. Proposed disability elements		g. Proposed disability pension (Total of service element and disability element)			
h. Date of Injury/ disease (as certified by the medical authorities)	DD-MMM-YYYY	i. Date of medical examination	DD-MMM-YYYY		
j. Date from which Disability Pension is to commence		DD-MMM-YYYY			
k. Rate and amount of family pension if admissible as per Central Civil Services (Extraordinary Pension) Rules, 1939 (if death occurs within 7 years from the date of injury or date of medical report or disease and is on account of the same injury or disease for which he was boarded out)					
Particulars	Rate	Amount (in ₹)	Particulars	Rate	Amount (in ₹)
For spouse			For parents (Both Alive)		
For parents (Single Parent)			For children		
For siblings					
18. Amount of Fixed Medical Allowance, if admissible					

Signature of the Head of Office

Countersigned by PAO

Copy to:- Shri/Smt.Kumari

Retired/retiring Govt. servant

FORM 8

[See rules 61 (I) of Central Civil Services (Pension) Rules, 1972 and rule 13(4)(ii) of Central Civil Services (Extraordinary Pension) Rules, 1939]

Letter to the Accounts Officer forwarding the papers for pension/ family pension and gratuity of a Government Servant

No.																			
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Government of India

Ministry of

Department/Office

Date																			
------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

To,

The Pay and Accounts Officer/Accountant General,

Subject: Authorisation of pension/family pension and gratuity in respect of Shri/Smt./Km.

Sir/Madam,

1. I am directed to forward herewith the pension/ family pension and gratuity papers of Shri/Smt./Km. of this Ministry/ Department/Office for further necessary action.
2. The details of Government dues which will remain outstanding on the date of death/retirement of the Govt. servant and which need to be recovered/withheld are indicated in item No. 14 of Form 7/ item no 7 of Form- 18.
3. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension/family pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/family pensioner.
4. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

(Head of Office)

Enclosures:

1. Form 5/14 and Form 7/18 duly completed, along with enclosures and checklists.
2. Service Book (date of death/ retirement to be indicated in the service book).

Notes:

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

Letter to the nominee/ member of family of a deceased Government Servant for grant of death gratuity

Number																			
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Government of India

Ministry of

Department/Office

Dated

D	D																		
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To

Subject: - Payment of death gratuity in respect of late Shri/Smt./Kumari

Sir/Madam,

I am directed to state that in terms of the nomination made by late Shri/Smt.

(Name & Designation) in the Office/Department/Ministry of
a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

Should any contingency have happened since the date of making the nomination, so as to render the enclosed nomination invalid, in whole or in part, kindly state precise details of the contingency.

OR

No valid nomination for grant of gratuity exists in this Office in terms of Rules 50 and 51 of the Central Civil Services (Pension) Rules, 1972, a death gratuity is payable to the following members of the family of late Shri/Smt.

(Name and Designation), in the Office/Department/Ministry of

in equal shares: -

- (i) Wife/husband including judicially separated wife/husband
 - (ii) Sons
 - (iii) Unmarried daughter
 - (iv) widowed daughters
- including step children and adopted children.

OR

(In the absence of above surviving members)

- (i) Father and / or Mother, including adoptive parents in case of individuals whose personal law permits adoption;
- (ii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iii) Married daughters; and
- (iv) Children of a pre-deceased son.

2. In case your enclosed nomination is valid or you are entitled to receive part or whole amount of gratuity in terms of Rules 50 and 51, it is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12.

Yours faithfully,

Signature of Head of the Office

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FORM 12
[See rule 77(2)]

Application for the Grant of Death Gratuity

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. Details of deceased Government servant:

Name	Date of death	Nationality
Office/Department/Ministry in which the deceased served last		

2. Details of claimant(s):

Sl. No.	Name	Date of birth (DD/MM/YYYY)	Aadhaar No.* (Optional)	Relationship with the deceased Govt. servant	Postal address
1.					
2.					
3.					

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name	Date of birth (DD/MM/YYYY)	Aadhaar No.* (Optional)	Relationship with the minor/mentally disabled	Relationship with the deceased Govt. Servant	Postal address

4. Details of bank:

Bank's Name	A/c No.	IFS Code
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Place:

Date:

(Signature of the claimant/guardian)

Mobile no.:

Enclosure:

- a. Death certificate.
 - b. Guardianship Certificate/ Indemnity Bond and Date of Birth Certificate in case the claimant is a minor.
 - c. Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.
- *Providing Aadhaar No. is optional. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

[See rules 77 (3) and 81 (2) of Central Civil Services (Pension) Rules, 1972 and rule 13(4)(ii) of Central Civil Services (Extraordinary Pension) Rules, 1939]

Application for Family Pension on Death of a Government Servant or Pensioner or on Death or Ineligibility of a Family Pensioner

Family pension on ☐ Death of Government Servant ☐ Death of Pensioner ☐ Death or Ineligibility of a family pensioner

1. Details of deceased government Servant/Pensioner:

Name	Office/Dept./Ministry		Nationality
Date of retirement	Date of death	PPO No. (If issued)	

2. Details of previous family pensioner (If applicable):

Name	Date of death or ineligibility	PPO No.
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3. Details of claimant:

Name	Date of birth	Aadhaar No. *(Optional)
PAN	Relationship with deceased Govt. servant	

4. Postal address:

Flat/House No./Bldg. Name	Street/Locality
Village & Post Office/Block	City & District
State	Pin Code
Telephone /Mobile No.	E-mail ID

5. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable:

Name	Date of Birth	Aadhaar No. *(Optional)
PAN	Relationship with minor/ mentally disabled claimant	
Relationship with the deceased		

Postal address:

Flat/House No./Bldg. Name	Street/Locality
Village & Post Office/Block	City & District
State	Pin Code
Telephone /Mobile No.	E-mail ID

6. Details of Bank:

A/c No.	Bank's Name and branch
IFS Code	BSR Code

7. For Family Pension under Central Civil Services (Extraordinary Pension) Rules, 1939:

<input type="checkbox"/> IRLA	<input type="checkbox"/> Personal	<input type="checkbox"/> Force	<input type="checkbox"/> Regiment No.
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I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Place:

Date:

(Signature of the claimant/guardian)

Signatures of two witnesses with names and full addresses:

(i)	Name and Full Address
(ii)	Name and Full Address

Note: Form 14 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the pension disbursing authority on the basis of an application on a plain paper. The permanently disabled children/siblings and dependent parents to whom family pension has been authorized in the Pension Payment Order of the pensioner will submit this Form to the pension disbursing authority.

*Providing Aadhaar No. is optional. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.

Check List of Documents to be submitted with Form 14

S.N.	Description of documents to be enclosed	Whether enclosed
1.	Whether name of the claimant is same in this form as in the bank account.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Two specimen signatures (to be furnished in a separate sheet) If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Two copies of passport size photographs of the claimant, duly attested	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Whether Form 3 has been enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Certificate(s) of age showing the dates of birth of the children. The certificates should be from the municipal authorities or from the local panchayat or from the head of a recognized school or Central/state board of education.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Undertaking for refunding any excess payment made by the pension disbursing bank	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Two specimen signatures of guardian (to be furnished in a separate sheet) If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	A copy of Photo ID proof of the guardian along with proof of Permanent Address.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Two attested copies of passport size photograph of the guardian/nominee	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Copy of Pension Payment Order of previous pensioner/family pensioner.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Copy of document regarding ineligibility of previous family pensioner, if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Other Source of family pension, if any, please tick Military <input type="checkbox"/> State Govt. <input type="checkbox"/> Public Sector Undertaking/Autonomous Body/local fund under the Central or State Govt. <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
For Family Pension under Central Civil Services (Extraordinary Pension) Rules, 1939-		
14.	Report of Medical Examination of the deceased employee, if available	<input type="checkbox"/> Yes <input type="checkbox"/> No

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FORM 18

[See rules 78(1), 80(1), 80 (5), 80-B (1) of Central Civil Services (Pension) Rules, 1972 and rule 13(4)(ii) of Central Civil Services (Extraordinary Pension) Rules, 1939]

Assessment and Authorisation of Payment of Family Pension and Death Gratuity when a Government Servant dies while in Service

Part I

Section I

1. Details of deceased:

(a) Name		Nationality	
(b) Mother's /Father's name		(c) Date of birth	
(d) Date of death		(e) Religion	

2. Post held at the time of death:-

(a) Name of the office	
(b) Post held substantively	(c) Officiating post
(d) Level of pay in the pay matrix	(e) Basic Pay

(f) In case the last post was held outside the Government on foreign service terms-

(i) Level of pay of the post held in the parent department	(ii) Basic pay
(g) Total period of military service, if any, for which pension and/or gratuity was sanctioned	
(h) Amount of any pension/gratuity received for the military service	(i) Nature of any pension/gratuity received for the military service
3. Date of beginning of service	4. Date of ending of service

5. Service in Autonomous Body/State Government, if any particulars of service:

(a) Name of organization	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government				<input type="radio"/> Yes <input type="radio"/> No
(e) Whether the Autonomous Organization has discharged its pensionary liability to the Central Government				<input type="radio"/> Yes <input type="radio"/> No
(f) Amount of any pension/gratuity received for the previous civil service, if any		(g) Nature of any pension/gratuity received for the previous civil service, if any		

6. Service qualifying for death gratuity:

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored [under Rule 59 (b) (ii)]			
(b) Periods of non-qualifying service:	From	To	No. of Days
Interruption in service condoned under Rules 27 & 28			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Boy service (2nd proviso to Rule 13)			
Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
(c) Additions to qualifying service:	From	To	No. of Days
Civil service (Rule 18)			
Military service (Rule 19)			
Benefit of service in an Autonomous Body			
Total Period of qualifying service			
(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49))			
7. Emoluments reckoned for death gratuity		8. Amount of death gratuity	

9. Details of Government dues recoverable out of death gratuity:

(a) Licence fee for occupation of Government accommodation [See Rule 80-C]	
(b) Amount to be withheld as indicated by the Directorate of Estates [See Rule 80-C (I) (v)].	
(c) Dues referred to in Rule 80-C (2)	
(d) Net amount payable as death gratuity	

10. Details of the nominee(s) to whom death gratuity is payable:

S.No.	(a) Name	(b) Date of birth (DD/MM/YYYY)	(c) Aadhaar No.* (Optional)	(d) Share in death gratuity	(e) Relationship with deceased Govt. servant	(f) Address
1.						
2.						
3.						

11. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S.N.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(c) Aadhaar No.* (optional)	(d) Relationship with deceased Govt. servant	(e) Address of guardian
1.					
2.					
3.					

12. Details of payment of family pension

Rate of family pension	Amount of family pension	Period for which it is payable		
		From	To	Total period
(a) Enhanced rate [if service rendered at the time of death is more than seven years as in Rule 54 (3)]				
(b) Ordinary rate				
(c) Additional family pension, as on date, to old family pensioner, if any, under Rule 54(2A)				

13. Persons to whom family pension is payable

(a) Name	(b) Relationship with the deceased Government servant
(c) Postal address	
Flat/House No./Bldg. Name	Street/Locality
Village & Post Office/Block	City & District
State	Pin Code
Telephone No./Mobile	Email-Id

14. Details of guardian who will receive payment of family pension in the case of minor/ mentally disabled children

S.N.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(c) Aadhaar No.* (Optional)	(d) Relationship with deceased Govt. servant	(e) Address of guardian
1.					
2.					
3.					

15. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order

15. Name of the family member(s)		1.
a. Name of the Spouse		
b. Name of other family members, if any.		1.
		2.
		3.
16. Whether Fixed Medical Allowance is admissible	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount(₹)

Place:

Date:

(Signature of Head of Office)

*Providing Aadhaar No. is optional. However, if it is provided consent to link it to bank account for authentication of identity from UIDAI for pension related purpose only, is presumed.

Section II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with Rule 80A of Central Civil Services (Pension) Rules, 1972.

Provisional family pension	Rs.....pm
Death gratuity [amount mentioned in item 9 (d) of Section I]	Rs.....
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> Place: <input style="width: 100%;" type="text"/> Date: <input style="width: 100%;" type="text"/> </div> <div style="width: 45%; text-align: right;"> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> <p>(Signature of Head of Office)</p> </div> </div>	

PART II

(To be filled for Family Pension under Central Civil Services (Extraordinary Pension) Rules, 1939)

1. Category for disability (as per schedule II)	
2. Qualifying Service	
3. Category of death as per Central Civil Services (Extraordinary Pension) Rules, 1939 [as per Annexure II of Central Civil Services (Extraordinary Pension) Rules, 1939]	
4. Extraordinary Family Pension admissible	
5. Date from which family pension is to commence (see notes below)	

6. Rate and amount of family pension admissible as per Central Civil Services (Extraordinary Pension) Rules, 1939 (Payment to family member(s) mentioned in Part-I).

Particulars	Rate	Amount (in ₹)
For spouse		
For children		
For parents (Both Alive)		
For parents (Single Parent)		
For siblings		

Note: (i) Family pension will be payable under Central Civil Services (Pension) Rules, 1972 as per part I if the death occurs (a) after seven years from the date of injury or from the date of medical report declaring the Govt. servant as unfit for duty on account of a disease for which he was boarded out or (b) the death occurs within seven years on account of any reason other than the injury or disease for which he was boarded out.

(ii) For category B and C, in case where the widow dies or remarries, the children shall be paid family pension at the same rate applicable to spouse and the same rate also applicable to fatherless and motherless children for the period during which they would have been eligible for family pension under Central Civil Services (Pension) Rules. Dependents parents shall be paid family pension at one half the rate applicable to widows or fatherless or motherless children.

(iii) For category D and E, in the event of re-marriage of the widow and if the Govt. servant is not survived by widow but is survived by child or children only, children shall be eligible for family pension at the rate of 60% of the pay subject to minimum prescribed. The family pension shall be payable to the children from the period during which they would have been eligible for family pension under the Central Civil Services (Pension) Rules 1972.

Place:

(Signature of Head of Office)

Date:

Account Enforcement

Section I

Total period of qualifying service accepted for Death gratuity		
Total period of continuous service accepted for family pension		
Net amount of death gratuity after adjusting Government dues		
Amount of family pension (whichever is applicable)		
Family Pension under Central Civil Services (Extraordinary Pension) Rules, 1939		
Particulars	Rate	Amount (in ₹)
For spouse		
For children		
For parents (Both Alive)		
For parents (Single Parent)		
For siblings		
Family Pension under Central Civil Services (Pension) Rules,1972		Amount of Family Pension
At enhanced rate [if service rendered at the time of death is more than seven years as in Rule 54 (3)]		
At ordinary rate		
Additional family pension, as on date, to old family pensioner, if any, under Rule 54(2A)		
Date from which family pension is admissible		
Head of account to which death gratuity and family pension are debitable		

Section II

Details of deceased Government servant									
Name					Date of death				
Amount of family pension authorised					Amount of gratuity authorised				
Date of commencement of family pension					Amount recoverable from gratuity				
Amount of gratuity withheld pending receipt of 'No Demand Certificate'									
Place: <input type="text"/>					<input type="text"/> (Signature of Account Officer)				
Date: <input type="text"/>									

Letter sanctioning Family Pension on Death of Pensioner or Death or ineligibility of a Family Pensioner

No.									
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Government of India

Ministry of Department/Office

To,

Date									
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The Pay and Accounts Officer,

Subject: Grant of family pension on

Sir/Madam,

I am directed to say that Shri/Smt. formerly (designation) in this Ministry/Department/Office was authorised the payment of pension of ₹. with effect from on his / her retirement from service. Intimation has been received in this Ministry / Department/Office that Shri/Smt. died on

or

I am directed to say that Shri/Smt. (relationship) of late Shri/Smt. formerly (designation) in this Ministry / Department /Office was authorized the payment of Family Pension of ₹ with effect from vide PPO No. . Intimation has been received in this Ministry / Department / Office that Shri/Smt./Kum. died /ceased to be eligible for family pension on account of on (date).

2. These are the following surviving members of family of the deceased Government servant/pensioner.:-

S.N.	Name	Date of birth	Aadhaar No.* (optional)	Relationship with deceased pensioner	Whether suffering from any disability	Marital Status	Address
1.							
2.							
3.							

3. In terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972 and Rule 13(4)(ii) Central Civil Services (Extraordinary Pension) Rules, 1939 the amount of family pension has become payable to Shri/Smt. . The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt. who is the nominee/guardian.

4. Sanction for the grant of Family Pension of ₹. per month at enhanced rate from to and ₹. at ordinary rate from to Shri/Smt./Km. is hereby accorded. The family pension will be tenable as per the provisions of sub-Rule (6) of Rule 54 of the Central Civil Services (Pension) Rules, 1972.

Or

5. Category in which Family Pension is sanctioned:

Sanction for grant of family pension under the Central Civil Services (Extraordinary Pension) Rules, 1939 is granted as under:

Particulars	Rate	Amount (₹)
For spouse		
For children		
For parents (Both alive)		
For Parents (Single Parent)		
For siblings		

6. Whether Fixed Medical Allowance is Admissible

<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount (₹)

7. The family pension is debitable to the head of account

8. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

(Head of Office)

Enclosure:

- Form 14 (along with check-list)

**Providing Aadhaar No. is optional. However, if it is provided consent to link it to bank account for authentication of identity from UIDAI for pension related purpose only, is presumed.*
Strike out which is not applicable.

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FORM 22
[See rule 81 (5)]

Application for the Grant of Residuary Gratuity on the Death of a Pensioner
(To be filled in separately by each claimant)

1. Details of pensioner:

Name		Office/Dept./Ministry		Nationality	
Date of retirement		Date		PPO no.	

2. Details of claimant(s):

Name	Date of birth [DD/MM/YYYY]	Aadhaar No.* (Optional)	Mobile No.	Relation with the deceased pensioner	Postal address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable:

Name	Date of birth [DD/MM/YYYY]	Aadhaar No.* (Optional)	Mobile No.	Relation with minor	Relation with the deceased pensioner	Postal address

4. Details of Bank:

A/c No.		Bank's Name		IFS code	
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Place:

Date:

(Signature of the claimant/guardian)

For office use

1.	Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to the deceased pensioner	
2.	Amount of retirement gratuity received by the deceased pensioner	
3.	The amount of pension (including ad-hoc increase, if any)/service gratuity drawn by the deceased till the date of death	
4.	If the deceased had commuted a portion of pension before his death, the commuted value of the pension	
5.	Total of items 2, 3 and 4	
6.	Amount of death gratuity equal to 12 times of the emoluments	
7.	The amount of residuary gratuity payable, i.e., the difference between the amount shown against items 5 and 6	

Note:- If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

**Providing Aadhaar No. is optional. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

Medical Certificate

Certified that I/We have carefully examined Name:.....

son/daughter of Name:....., a in the

His/ her age by his/her own statement is years, and by appearance about years.

I/(we) consider Name:..... be completely and permanently incapacitated for

further service of any kind in the Department to which he/she belongs in consequence of

..... (here state disease or cause).

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

"I am/we are of opinion that Name:..... is fit for further service of a less

laborious character than that which he/she had been doing/may, after resting for months, be fit for

further service of less laborious character than that which he/she had been doing."

Place:

Date:

(Signature & stamp of Medical Authority)

Certificate of verification of Service for Pension

Number									
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Government of India

Ministry of

Department/Office

Dated

0	0			7	7	77
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Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km.

(Name and Designation) has completed a qualifying service of

years months days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub rules (1) and (2) of Rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the Rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department /Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature & stamp of Head of Office

To

Shri

(Name & Designation)

[F.No. 4/48/2017-P&PW(D)]

SANJIV NARAIN MATHUR, JOINT SECRETARY

Note. – The principal rules were published in the Gazette of India, Part II, Section 3, Sub-section (i) vide number S.O.934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide the following notifications, namely:-

1. S.O.254, dated the 4th February, 1989
2. S.O.970, dated the 6th May, 1989
3. S.O.2467, dated the 7th October, 1989

4. S.O.899, dated the 14th April, 1990
5. S.O.1454, dated the 26th May, 1990
6. S.O.2329, dated the 8th September, 1990
7. S.O.3269, dated the 8th December, 1990
8. S.O.3270, dated the 8th December, 1990
9. S.O.3273, dated the 8th December, 1990
10. S.O.409, dated the 9th February, 1991
11. S.O.464, dated the 16th February, 1991
12. S.O.2287, dated the 7th September, 1991
13. S.O.2740, dated the 2nd November, 1991
14. G.S.R. 677, dated the 7th December, 1991
15. G.S.R. 399, dated the 1 st February, 1992
16. G.S.R. 55, dated the 15th February, 1992
17. G.S.R. 570, dated the 19th December, 1992
18. S.O.258, dated the 13th February, 1993
19. S.O.1673, dated the 7th August, 1993
20. G.S.R. 449, dated the 11 th September, 1993
21. S.O.1984, dated the 25th September, 1993
22. G.S.R. 389(E), dated the 18th April, 1994
23. S.O.1775, dated the 19th July, 1997
24. S.O.259, dated the 30th January, 1999
25. S.O.904(E), dated the 30th September, 2000
26. S.O.717(E), dated the 27th July, 2001
27. G.S.R. 75(E), dated the 1st February, 2002
28. S.O.4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483 (E), dated the 30th December, 2003
31. S.O. 1487 (E), dated the 14th October, 2005
32. G.S.R. 723(E), dated the 23rd November, 2006
33. S.O. 1821 (E), dated the 25th October, 2007
34. G.S.R. 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010
37. G.S.R. 176, dated the 11th June, 2011
38. G.S.R. 928 (E), dated the 26th December, 2012
39. G.S.R. 938 (E), dated the 27th December, 2012
40. G.S.R. 103 (E), dated the 21st February, 2014
41. G.S.R. 138 (E), dated the 3rd March, 2014p
42. G.S.R. 233 (E), dated the 28th March, 2014
43. G.S.R. 628(E), dated the 1st September, 2014
44. G.S.R. 232(E) dated the 30th March, 2015
45. G.S.R. 962(E) dated the 30th September, 2016