

FORM 19
FORM OF LETTER TO THE ACCOUNTANT GENERAL FORWARDING
THE PENSION PAPER OF A GOVERNMENT SERVANT

To,

The Accountant General (A/Cs & Esstt.), Assam
Maidam Gaon,
Beltola,
Guwahati - 781 028

Sub : Pension papers of
for authorization of pension.

Sir,

I have the honour to forward herewith the pension papers of

for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Government servant and which need to be recovered out of the amount of death-cum-retirement-gratuity are indicated below :

(a) Balance of the house building or conveyance advance or any other advance	Rs. <u> NIL </u>	
(b) Over payment of pay and allowance including leave salary	Rs. <u> NIL </u>	
(c) Arrears licence-fee-rent for occupation of Government accommodation	Rs. <u> NIL </u>	
(d) Any other assessed dues and nature thereof	Rs. <u> NIL </u>	
(e) The amount of gratuity to be withheld for adjustment of unassessed dues, if any	Rs. <u> NIL </u>	
	TOTAL Rs. <u> NIL </u>	PM
(f) Provisional pension authorized, if any (copy enclosed)	Rs. <u> NIL </u>	
(g) Provisional gratuity authorized, if any (copy enclosed)	Rs. <u> NIL </u>	

Yours faithfully,

Signature of Head of Office

Designation :
(Head of Office) _____

Date: _____

List of enclosures

1. Form No. 1 * and Form No.2 duly completed.
2. Medical certificate of in-capacity (if claim is for invalid pension).
3. Statement of saving effected and reason why employment could not be found elsewhere (if claim is for compensation pension or gratuity).
4. Service Book Date of retirement to be indicated in the Service Book.
5. (a) Two slips with two specimen signature duly attested by Gazetted Government servant or in the case of pensioner not literated enough to sign his name two slips bearing the left hand thumb and finger impression duly attested by a Gazetted Government servant.
(b) Two slips showing the particulars of height and identification mark, duly attested.
(c) Three copies of passport size photograph with wife/husband duly attested by Head of Office.
6. A statement indicating the reasons for delay in case where the pension papers were not forwarded before six months of the date of retirement of Government servant.
7. Written statement, if any, of the Government servant required for a portion of service rendered by him for which records remained unverified.
8. Brief statement laeding to re-instatement of the Govt. servant in case the Government servant has been re-instated after having been suspended, compulsory retired, removed or dismissed from service.

Note : When initials or names of the Government servant are or is in-correctly given in the various records consulted, the fact should be mentioned in the letter.

* If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form No. 1 from the Government servant, the Head of Office may forward the pension paper to A.G. without Form No. 1. The form may be sent as soon as it is obtained from the Government servant.

FORM 2

FORM FOR ASSESSING PENSION AND GRATUITY

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

PART-1

01. Name of the Government servant _____
02. Father's name
(and also husband's name in case of female Government servant) _____
03. Date of birth (by Christian era) _____
04. Religion _____
05. Permanent residential address, showing Village, Town, Street, Lane, Pin code, Police Station, District and State
- Village/Town : _____
Street/Lane : _____
Police Station : _____
District : _____
State : _____ PIN : _____
06. Present or last appointment including Name of establishment and Department
- (i) Substantive _____
- (ii) Officiating, if any _____
07. Date of beginning of service _____
08. Date of ending of service _____
09. (a) Total period of Military service, of any _____
- (b) Date of commencement and each period of Military service _____
- (c) Amount and nature of any pension/ gratuity received for the military service
- Amount of Pension : _____
Nature of Pension : _____
Amount of Gratuity : _____
Nature of Gratuity : _____
10. Amount and nature of any pension/ gratuity received for the previous civil service
- Amount of Pension : _____
Nature of Pension : _____
Amount of Gratuity : _____
Nature of Gratuity : _____

Signature of Head of Office

11. Government under which service has been rendered in order of employment

Year	Month	Days

12. Class of pension applicable

13. The date on which action initiated to

- (i) Obtain the 'No demand certificate' from the Estate Officer/Executive Engineer, P.W.D. etc
- (ii) Assess the service and emoluments qualifying for pension and
- (iii) Assess the Government dues other than the dues relating to the allotment of Government accommodation

14. Details of omission, imperfections or deficiencies in the service book which have been ignored

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 (Any reference to be mentioned)

- (i) Interruption in service condoned
- (ii) Extra-ordinary leave not qualifying for pension
- (iii) Period of suspension not treated as qualifying service
- (iv) Any other service not treated as qualifying service

Total non-qualifying service period

17. Emoluments reckoning for gratuity

Signature of Head of Office

18. Average emoluments for calculation of pension

*Emoluments drawn during the last ten months of Service

Post held	From (DD-MM-YYYY)	To (DD-MM-YYYY)	Pay	Personal Pay/ Special Pay	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)
Average Emoluments = Rs.					

Average Emoluments (in words) Rupees

only.

- * (i) In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal period backward has to be taken for calculating average emoluments.
(ii) The calculation of average emoluments should be based on actual number of days contained in each month.

19. Date on which Form-1 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 relief, on pension

21. Proposed gratuity/ death-cum-retirement gratuity

22. Date from which pension is to commence

23. Proposed amount of Provisional Pension (if Departmental or Judicial proceedings were instituted against the Government servant before retirement)

24. Details of Government dues recoverable out of gratuity

(i) Licence fee/rent for allotment of Government Accommodation

(ii) Other dues, if any

Signature of Head of Office

25. Whether nomination made for
(i) Death-Cum-Retirement Gratuity

26. Whether Family Pension Rules, 1964 are applicable to the Government servants and if so :-

- (i) Pay 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
- (iii) Complete and up-to-date details of family as given in Form 1-A

Sl. No.	Name (in CAPITAL letters)	Date Of Birth (DD-MM-YYYY)	Relationship with the Government servant

27. Height

28. Identification marks

29. Place of payment of pension
(Treasury, Sub-Treasury or
Branch of Public sector bank)

30. Head of Account to which pension and gratuity are debitable

Signature of Head of Office

Designation :
(Head of Office) _____

Date: _____

PART-II
SECTION
ACCOUNT ENFACEMENT

01. Total period of qualifying service, which has been accepted for the grant of superannuation of retiring or invalid or compensation or compulsory retirement pension and gratuity, with reasons for disallowances; if any, (other than disallowances indicate Part-1 of this Form)

02. Amount of superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity that has been admitted

03. The date from which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is admissible

04. Head of Account to which superannuation or retiring or invalid or compensation or compulsory retirement pension or gratuity is chargeable

05. The amount of the family pension 1964 becoming payable to the entitled members of the family in the event of death of the Government Servant after retirement

SECTION-II

01. Name of the Government servant

02. Class of pensions or gratuity

03. Amount of pension authorized

04. Amount of gratuity authorized

05. Date of commencement of pension

06. Amount of family pension in the event of death after retirement

07. The amount of retire admissible on pension

08. The Government dues recoverable out of the gratuity before authorizing its payment

09. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Government dues

10. Date on which the pension papers received by the Accounts Officer

The Accounts Officer

Accountant General
Assam