

**FORM OF APPLICATION FOR
SERVICE PENSION / FAMILY PENSION / RETIREMENT
GRATUITY / SERVICE GRATUITY / COMMUTATION**

(To be Furnished in Duplicate)

Part – I Information to be furnished by the Government Servant / Applicant
(The Pension Sanction Authority shall forward the application duly processed to the
AG (A&E) / LF Authority within a period of 30 days.



(As per Govt. Circular Memo No.13910/90/A1/PSC/04 Fin (PSC) Dept, Dt.21-06-2004)

1. a) Name of the Government Servant :	ROMPICHERLA RANGATAYARAMMA	
b) Post held:	Gr.I T.P,	
2. Name of the Applicant : (in case of death of government servant)	DOES NOT ARISE	
3. Permanent Address :	ROMPICHERLA RANGATAYARAMMA Luthern Girls High School RENTACHINTALA GUNTUR (DISTRICT) -522421	
4. Address after retirement :	ROMPICHERLA RANGATAYARAMMA C/o Allam Chinnapa Reddy RENTACHINTALA GUNTUR (DISTRICT) -522421	
5. Commutation of pension a) Whether willing to commute 40% of monthly pension, subject to A.P Civil Pensions (Commutation) Rules, 1944.	YES, 40% OF MONTHLY PENSION	
b) If the answer is NO specify the fraction less than 40% (As per G.O.MS. No. 158 dt 16.9.99)	-----	
6. a) Name of the Pension Disbursing Authority	DISTRICT TREASURY OFFICER, GUNTUR	
b) Name of the paying Bank from where pension payment is desired by the Pensioner / Family pensioner / Gratuitan Pensioner / Gratuitant.	Name of the Bank & Branch	S.B. Account No

7. LIST OF FAMILY MEMBERS

(a)	(b)	(c)	(d)	(e) Marital / Employment status of the Children of the applicant / deceased Government servant	
S.No	NAME OF THE FAMILY MEMBER	Date of Birth	Relationship with government servant	Married or unmarried. Date of marriage if married	Whether employed or not. Give details of employment
1	RAJA SEKHAR	30-07-1967	SON	MARRIED	EMPLOYEE, Teacher

Instructions :

1. The Government servant is instructed to fill up the proforma very carefully as the data furnished is vital for sanction of family pension. He/she may note that alterations of the data furnished at a later date is not permissible
2. The family for the purpose mean “wife” or “husband” as the case may be, “sons” and “unmarried daughters” as laid down in rule 50(12) (for Family Pension) and rule 46(5)(for gratuity) of AP Revised Pension Rules, 1980.
3. In case of death while in service of Government servant, the answer “Married” in case of daughter will be understood that the daughter is already married as on the date of death of the Government servant

DECLARATION

1. I undertake to refund the amount of Pension. Gratuity and commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the Rules.
2. I solemnly affirm that the particulars given by me in part – 1 at item 7 are correct and true to the best of my knowledge. If found false in future, I am liable for suitable action as may be taken by the Government.
3. The particulars given above are correct and true to the best of my knowledge. If found false in future I may be liable for any action that may be taken by the Government.

(**ROMPICHERLA RANGATAYARAMMA**)

Place : RENTACHINTALA

Signature of the

Date :

Government servant / Applicant

To be filled in by the Head of the Office

1. Applicant for pension / gratuity Etc. in Part – I is received on.....
(Date to be recorded).
2. Certified that the person / persons mentioned by the Government servant / Applicant in item 7 of Part-I are legally entitled to receive the pension / share in Gratuity.
3. Guardianship certificate : (to be filled in wherever necessary)

This is to certify that the following minors of the deceased Government servant Late

Sri / Smt.....is / are under the guardianship of

Sri / Smt.....

S.No	Name	Date of Birth
	DOES NOT ARISE	

Signature of the Head of the institution

Place : RENTACHINTALA

Date : -

Office Seal :

Part – II (A) Information to be filled up by the Pension Sanctioning authority

1. Name of the Government servant and post held :	ROMPICHERLA RANGATAYARAMMA Gr-I T.P
2. Father's Name / Husband's name :	V KRISHNAMACHARYULU
3. Name of the Applicant(in case of death of government servant)	DOES NOT ARISE
4. Date of Birth of Government servant :	14-01-1950
5. Date of entering into service :	03-04-1984 F.N
6. Date of retirement / death :	31-01-2008 A.N
7. Designation and office from which the Government servant retires / retired / died :	Gr.I T.P L.G.HIGH SCHOOL, RENTACHINTALA

8. The rule applicable :

(a) The relevant Rule under the A.P Revised Pension Rules. 1980 applicable (tick the rule number(s)

Applicable and strike out the rest)

Rule 33 Superannuation Pension (Rule 42)

Rule 34 retiring Pension (Rule 43/44)

Rule 35 Pension on absorption under a corporation

Rule 37 Invalid Pension

Rule 38 Compensation Pension

Rule 39 Compulsory Retirement Pension

Rule 40 Compassionate Allowance

Rule 43 Retirement on completion of 20 years of qualifying

service

Rule 44 Retirement on completion of 33 years of qualifying service; Rule 46 Retirement Gratuity; Rule 50 Family Pension

(b) Whether ANTICIPATORY PENSION is being Sanctioned in terms of Rule 51	YES / NO		
(c) Whether PROVISIONAL PENSION is being Sanctioned in terms of Rule 9(4) read with Rule 52	YES / NO		
(d) Any other rule applicable	-----		
	Years	Months	Days
9. TOTAL SERVICE (6-5)	23	09	28
10. Periods of non – qualifying service			
a) E.O.L	0	0	0
b) Suspension period	0	0	0
c) Dies non Break Period	0	0	0
d) Boy service	0	0	0
e) Any other service not qualifying for person	0	0	0
Total Non – Qualifying Service (a to e)	0	0	0
11. Net qualifying service (9-10)	23	09	28
12. Weightage, if any	03	00	00
13. Total qualifying service for calculation of pension(11+12)	26	09	28
14. a) List pay drawn(Rule 31, 46(4), 50(12) (c) of APRPRs. 1980) para 4 of G.O.Ms. No 87, Fin & Plg.(FW. Pen.I) Dept., dated 25-5-98.	Rs. 16450/-		
b) pay after sanction, of increment due on the due following his retirement as per G.O.Ms. No. 235 Fin&Plg (FW.F.R.II) Dept. dated 27-10-98.	Rs. -----		
15. Calculation of service pension / service Gratuity (Rule 45 of APRPRs. 1980)	Rs. 16450x 27 / 66 = 6730-00		
16. Calculation of Retirement gratuity(Rule 46 of APRPRs.1980) and G.O.Ms. No. 14 Finance & Planning (FW-Pen I) Dept, dated 30/1/99	Rs. 16450 x 54 x ¼ = 222075/		
17. Calculation of Family Pension	As applicable to the case under consideration		
a) Enhanced Family Pension	NA		
b) Normal Family Pension	NA		
18. Period of Payment of Pension	As applicable to the case under consideration		
a) Service Pension	From 01-02-2008 to TILL DEATH		
b) Enhanced Family Pension	NA		
c) Normal Family Pension	NA		

19.

Government Dues to be recovered in Respect of	Principal	Interest Interest	Total Total
a) House Building Advance	00	00	00
b) Motor Car / Cycle Advance	00	00	00
c) Marriage Advance	00	00	00
d) Advance Leave Salary	00	00	00
e) Advance Salary on Transfer	00	00	00
f) Dues on Account of Government Quarters	00	00	00
g) Telephone / Trunk Call Charges	00	00	00
h) Festival Advance	00	00	00
i) Education Advance	00	00	00
j) Computer Advance	00	00	00
k) Other Government Dues	00	00	00
Total	00	00	00

Note: Information with condition will not be accepted by Pension Issuing Authority. Amounts for recovery should be specified and should be in whole rupees. Absence of information will be understood as no dues for recovery.

20. L.P.C is enclosed / LPC will be sent After retirement : **LPC will be sent After retirement**

PART – II (B)

Sanction of Pension

a) **Certificate of competency to accord sanction (Applicable in case of sanction of Pension to Non – Gazetted officers Including Class – IV Employees) :**

i) I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated vide G.O.Ms. No. 262, Finance & Planning (FW – PSC) Department dated 23-11-1998

OR

ii) I am the next Gazetted Authority in the hierarchy to the Head of the office in this case who is a non-Gazetted officer and hence, I am competent to accord sanction under the powers delegated vide G.O.Ms. No. 262. Finance & Planning (FW- PSC) Department dated 23-11-1998.

(Strike off whichever is not applicable)

b) **Sanction order :**

Pensionary benefits including commutation found admissible under the rules may be authorised. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending / contemplated against retiring / retired government servant to whom I am the authority for sanction of pension.

- | | |
|----------------------------|-------------------------------------|
| i) Service Pension | : Rs. 6730.00 |
| ii) Retiring Gratuity | : Rs. 222075.00 |
| iii) Commutation @ 10.46 | : Rs. 2692 x 10.46 x 12 = 337900-00 |
| iv) Family Pension | : |
| a) Enhanced Family Pension | : Rs. 0-00 |
| b) Normal Family Pension | : Rs. 0-00 |

Signature and designation of the
Pension sanction authority

Office Seal

Date :

Note – 1 : This is to be prepared in duplicate by the pension sanction authority. One for the record of pension sanctioning Authority and the other one to be sent to accountant General / Local Fund Audit Officer.

Note – 2 : The pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the Government servant / Applicant in Part – 1.

Note – 3 : If the pensionary benefits are not to be released, part – II B(b) shall be struck off.

Note – 4 : If there is any like hood of delay, Anticipatory pension / Anticipatory Gratuity as per Rule 51 of A.P. Revised Pension rules 1980 shall be drawn and paid by the Head of office to the beneficiary without any delay

Note – 5 : Heads of Departments are those listed in Appendix – I mentioned in Article 6 of A.P. Financial code Volume – I/ Subsidiary Rule (32 (ii) of FR 9.

LAST PAY CERTIFICATE

1. Last Pay Certificates of Sri / Smt : **ROMPICHERLA RANGATAYARAMMA**
2. He / She was paid up to : __ / __ / ____ at the following rates.

Pay : @. Rs **16450** P.M.
D.A. : @. Rs .} 24.492% as per Rules
H.R.A. : @ Rs } 10% as per Rules

3. She made over charge of the office of L.G.HIGH SCHOOL , RENTACHINTALA on the after-noon of : __ / __ / ____ and retired from service.
4. Recoveries are to be made from the pay of Government servant as detailed on the reverse.
5. She has been paid leave salary as detailed below, Deduction has been made on the reverse.

N I L

6. He / She is entitled to draw the following :

N I L

Date :

Signature of the certifying officer,

NO DUE CERTIFICATE

CERTIFIED that NO amounts are due from Sri / Smt **ROMPICHERLA RANGATAYARAMMA** O/o L.G. HIGH SCHOOL,, RENTACHINTALA of GUNTUR District Who retired service on the After-noon of **31/01/2008**

Signature of the certifying officer,

APPENDIX

DETAILS OF RECOVERIES

Nature of Recoveries

Amount Rs

To be Recovered

DEDUCTION MADE FROM THE LEAVE SALARY

From To on Account of Rs.....

From To on Account of Rs.....

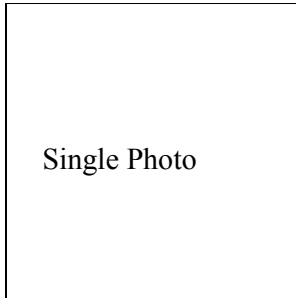
From To on Account of Rs.....

From To on Account of Rs.....

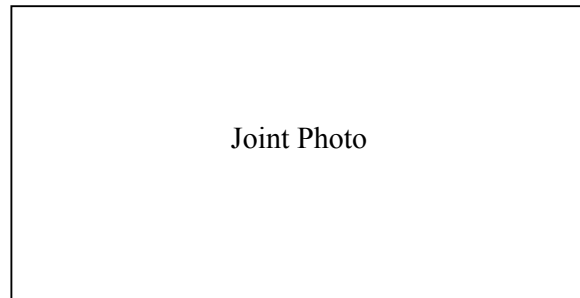
Name of the Month	PAY	Gratuity Fee etc.,	Funds & other Deductions	Amount of Income Tax recovered	Remarks
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					

ANNEXURE – I
DESCRIPTIVE ROLLS

A. SPACE FOR PHOTOGRAPHS



Single Photo



Joint Photo

Service Pensioner / Family Pensioner /
Gratuitant/Guardian Handicapped Child.

Joint Photo of service with Family pension
Beneficiary/Guardian with Minor or Handicapped

Child

(Attested has to be done across the Photos by a Gazetted Officer of A.P. Government in service)

B. SPECIMEN SIGNATURE OF :

i) Service Pensioner :

Specimen signature of Smt **ROMPICHERLA RANGATAYARAMMA**

~~Son~~ / ~~Wife~~ / Daughter of.. Sri V.KRISHNAMACHARYULU

1.

2.

3.

ii) Family pensioner / Gratuitant / Guardian of Minor or Handicapped child:-

Specimen Signature of Smt

Wife / Husband / Son / Daughter / Guardian of

1.

2.

3.

C. PERSONAL IDENTIFICATION MARKS OF :

i) Service pensioner : Smt . **ROMPICHERLA RANGATAYARAMMA**

1. A Mole on the Chin

2. A Small black Mole on the right lower arm .

ii) Family pensioner / Gratuitant / Guardian of Minor or Handicapped Child :

~~Sri~~ / Smt / ~~Kum~~ :

1.

2. .

d. Left hand thumb and finger impression of service pensioner / family pensioner / gratuitant / guardian of minor of handicapped child :

(to be given by illiterate or those unable to sign and for others it is optional)

Details	Thumb finger	Fore finger	Middle finger	Ring finger	Little finger
Service Pensioner					
Family Pensioner Gratuitant / Guardian of Minor / Handicapped Child					

Place : Rentachintala

Attested by
Signature :

Date :

Office seal :

Name
Designation:

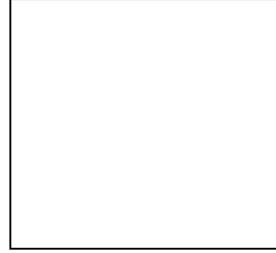
(Attestation has to be done by a Gazetted Officer of A.P State Government in Service)

Note : 3 copies will be forwarded to Accountant General / Local Fund Audit officer by pension Sanctioning Authority and one will be retained by the pension Sanctioning Authority.

PHOTOGRAPH OF PENSIONER & OTHER MARKS OF IDENTIFICATION

(As per Govt. Circular Memo No.13910/90/A1/PSC/04 Fin (PSC) Dept, Dt.21-06-2004)

A. SPACE FOR PHOTOGRAPH



Photograph ofduly attested by the competent Dept authority with their names written on the photograph (Paste one on the application from itself & 3 copies of their marks of identification) (this is 1 copy) (**As per Govt. Circular Memo No.13910/90/A1/PSC/04 Fin (PSC) Dept, Dt.21-06-2004**)

(Attestation has to be done by the competent department Authority with their name written on the photograph)

B. SPECIMEN SIGNATURE OF

i) PENSIONER /FAMILY PENSIONER

Specimen signature of **ROMPICHERLA RANGATAYARAMMA, D/o V.KRISHNAMACHARYULU**

1.

2.

3.

C. PERSONAL IDENTIFICATION MARKS OF

i) Pensioner / Family Pensioner : ROMPICHERLA RANGATAYARAMMA

1. A mole on the chin

2.A Small black mole on the right lower arm

d. Left hand thumb and finger impression of pensioner / family pensioner /
(to be given by illiterate or those unable to sign and for others it is optional)

Details	Thumb	Fore finger	Middle finger	Ring finger	Little finger
Pensioner// Family Pensioner					

Place :

Attested by

Signature :

Date :

Office seal :

Name

Designation:

(Attestation has to be done by a Gazetted Officer of A.P State Government in Service)

Note : 3 copies will be forwarded to Accountant General / Local Fund Audit officer by pension Sanctioning Authority and one will be retained by the pension Sanctioning Authority.

A N N E X U R E - I I N O M I N A T I O N

(The Government servant may use separate forms, if he wishes to make different nominations for each type of payment mentioned below)

I here by nominate the person / persons mentioned below and confer on him / her / them the right to receive Life Time Arrears of Pension, Retirement Gratuity that may be sanctioned by Government, in the event of my death while in service and right to receive on my death Life Time Arrears of Pension. Retirement Gratuity, Commuted value of Pension. Death Relief having become admissible to me on retirement which may remain unpaid at my death.

Name and Address of Nominee (s)	Relationship with Govt. Servant	Age	Amount of share payable to each in col. 1	Contingencies on the happening of which the nomination shall become invalid. (Death need not be Mentioned)	Name and address relationship and age of the alternative nominee(s) to whom the right conferred on the nominee(s) on col. 1 shall pass in the event of the nomination to him/her/they becoming ineffective.	Amount of share payable in col. 6
1	2	3	4	5	6	7
Sri R.RAJASEKHAR	SON	39	FULL	Lunacy		

This nomination supersedes the nomination made by me earlier on.

N.B : The Government servant shall draw lines across the blank space below the last entry to prevent insertions of any name after he/she has signed.

Dated this..... day of , 2007 at RENTACHINTALA

Witness :

1. Signature :
Name and Address

Rentachintala

Signature of the Government Servant
Name: **ROMPICHERLA RANGATAYARAMMA**
Designation: Gr.I T.P, L.G.H.S.

Countersigned

2. Signature :
Name and Address

Signature of Head of Office / Department :
Date:
Name and Designation :

Office Seal :

Note 1: The Government Servant who has a family may nominate one member or more than one member of the family as defined in rule46(5) of Andhra Pradesh Revised pension rules,1980.

Note 2: The Government Servant who has no family may nominate a person or persons, or a body of individuals whether incorporated or not.

Note 3: The Government Servant may note that the nomination with the signature of two witnesses shall only have the legal validity of a WILL.

Note 4: The Nomination form is to be submitted by the employee in triplicate, one for use of the pension sanctioning Authority and two copies to be forwarded to the Account General / Local Fund Audit Officer.

Note 5: For the purpose of Rule 46,47,48 and 49 of revised Pension Rules, 1980 family in relation to a Govt. Servant means:

(i) Wife or wives in the case of a male Government Servant (ii) Husband in the case of a female Government Servant (iii) Sons including step sons, posthumous son and adopted sons(Whose personal law permits such adoption) (iv) Unmarried daughters including step daughters posthumous daughters and adopted daughters(Whose personal law permits such adoption) (v) Widowed daughters including daughters and adopted daughters (vi) Father including adoptive parents in the case of individuals whose personal law permits adoption (vii) Mother (viii) Brothers below the age of 18 years including step brothers (ix) Unmarried sisters and widowed sisters including step sisters (x) Married daughters and (xi) Children of a predeceased son.

A N N E X U R E - I I I

BY REGISTERED POST

FROM :

(Pension Sanctioning Authority.)

To:

Accountant General AG(A.E) Hyderabad.

The

(Disciplinary Authority / Appointing Authority / Head of the Department)

Sub : Pension – Sanction of Pension and Other Retiring Benefits in respect of ~~Sri~~ / Smt

ROMPICHERLA RANGATAYARAMMA Designation Gr I T.P LGHS ,Rentachintala, GUNUR District

* * *

I am to inform you that the Pensioner / Family pension application from Smt **ROMPICHERLA RANGATAYARAMMA** retires on 31/01/2008 as Gr-I T.P was forwarded to AGAP / LFA on..... As per the records held by me no disciplinary / judicial proceedings are pending / contemplated against the above retiring / retired government employee. I request you to verify whether any such case is pending against the above employee which entails withholding or with-drawing pension or part of pension permanently or for specified period as laid down under rule 9 of RPRs 1980. If so the AG(A&E) / Dy. Accountant General(Pension), O/o the AG(A&E) A.P. Hyderabad / Local Fund Officer may be intimated accordingly by name either by Registered post or through a special messenger within one month from the date of issue of this letter for withholding pensionary benefits as contemplated in Govt. Memo. No. 33764-A/55/PSC/93, Finance&Planning (FW-PSC) Department, dt. 15-10-1993 and reiterated in Government Memo. No. 37254/361/A2/Pen-I/98, Finance & Planning (FW-Pen.I) Department, dated 4-7-1998. Copies of such orders shall also be sent to the concerned Treasury Officers / PPO for withholding the pensionary benefits. In this connection the instructions issued in para 2, Part – II B of G.O.Ms.No 263, Finance & Planning (FW – PSC) Department, dt 23-11-1998 may be scrupulously followed.

Yours Sincerely

Station :

Date :

(Pension Sanctioning Authority)

