

O.C.S.(PENSION) FORM-F

(To be Filled in by the Head of Office for sanction of Pensionary benefits)

See Rule 58(1), 61, 62(1), 62(2)(i) & 64

PART-I

1.	Verification of information details given by the retiring Government Servants in OCS (Pension) Form-6	Verified the information given in OCS (Pension) Form E.
2.	Name of the Government Servant (In BLOCK LETTERS)	
3.	Total Period of Gross Service	
4.	Total Period of Non-Qualifying Service	
	(i) Extra Ordinary Leave not Qualifying the Pension	
	(ii) Period of Suspension not treated as qualifying service.	
	(iii) Any other period of service not qualifying for pension	
5.	Total Period of Net Qualifying Service (Gross Period of Service – Period of Non-Qualifying Service)	
6.	Any other Service Rendered to be added to the Qualifying Service (to be specified by the PSA with reference to the Service Book Entry)	
7.	Total Period of Qualifying Service for determination of pension.	
8.	Scale of Pay with Grade Pay, if any, at the time of Retirement.	
9.	Emoluments last drawn (Pay, Grade Pay or Personal Pay, if any, drawn as defined in Rule-2(e)(a)(b) of the OCS Pension Rules, 1992 read with Rule-48.	
10.	Amount of Pension Payable per month.	
11.	Amount of Gratuity payable (Total Emoluments x No. of Half Yearly Qualifying Service) divided by 4, subjected to maximum limit.	
12.	Commutated Value of Pension (Subjected to maximum limit of 40% of Pension)	
13.	Reduced Pension Receivable after Commutation	
14.	Amount of Family Pension Payable	
	(i) Before attaining 65 years -	
	(ii) After attaining 65 years -	
15.	Outstanding Government dues for recovery. (a) Outstanding Advances :- i) House Building Advance /Special House Building Advance with Interest:- ii) Motor Car Advance with Interest:- iii) Motor Cycle Advance with Interest.	
	(b) Outstanding fees for Occupation of Government Quarter. Overpayment of pay and allowances including Leave Salary	
	(c) Any other assessed dues payable to Government (Please indicate details)	

Contd....

16.	Total Outstanding Government Dues Recoverable.	
17.	Amount of Gratuity to be withheld for un-assessed dues	
18.	Net Gratuity Payable (Excluding recovery amount and the withheld amount)	
19.	Total amount of Pension to be Commuted (Subject to maximum of 40% of Pension)	
20.	Age on next Birth Day.	
21.	Total Amount of Commuted Value of Pension Payable in lieu of Commutation (Calculation to be made as per formula)	
22.	Details of sanction of Provisional Pension if any with date and amount .	
23.	Whether application for final withdrawal of GPF has been sent to A.G., Odisha; (i) if yes give the letter No. &date (ii) if no give reasons.	(i) (ii)
24.	Place of payment (Name of Treasury/Special Treasury/ Sub Treasury	

Signature of the Head of Office
with DESIGNATION

PART-II

(For use by Pension Sanctioning Authority)

Sanction is hereby accorded in favour of Shri/Smt./Kumari.....
(Name with designation)

in the Dept./Office for payment of pensionary benefits as admissible
under rules.

1.

Pension	Commutation of Pension	Reduced Pension after Commutation	Total Commutation value of Pension	Total Retirement Gratuity	Family Pension in the event of death of the Pensioner.		Name of the eligible family pensioner
					Before 65 years	After 65 years	

2. Information on sanction of Provisional Pension/Gratuity and Commutation Value of Pension.

Provisional Pensionary Benefits Sanctioned	Provisional Pension	Provisional Commutation Value of Pension	Provisional Retirement Gratuity
Amount			
Sanction Order No.			
Date of Sanction			
Designation of the Sanctioning Authority			

The amount of outstanding Government dues and the amount to be withheld as suggested in Part-I of this form shall be taken into account before authorizing pensionary benefits to the Retired Government Servants by the Accountant General, Odisha.

Signature of the Pension Sanctioning Authority and designation.

PART-III

(See Pension Rule-64) and Rule-14 of OCS (Commutation of Pension) Rules-1992	
(ACCOUNT ENFORCEMENT BY THE PRINCIPAL ACCOUNTANT-GENERAL, ODISHA)	
1. Name of Government Servant	:
2. Class of Pension	:
3. Gross Service Admitted	:
4. Admitted non-qualifying service	:
5. Admitted qualifying service	:
6. Addition to qualifying service	:
7. Admitted amount of pension/ service Gratuity	:
8. Admitted amount of retirement gratuity	:
9. Admitted amount of family pension	:
i) Before attaining 65 years	:
ii) After attaining 65 years	:
10. Amount of outstanding Government dues recovered from gratuity.	:
11. Amount withheld from gratuity pending assessment of Government dues.	:
12. Commuted value of Pension allowed to surrender	:
13. Net Pension Payable after Commutation.	:
14. Net Commuted Value of Pension Payable.:	:
15. Date of commencement of Pension.	:
16. Date of Commencement of Reduced Pension after Commutation:	:
17. Head of account to which pensionary benefits are debitable.	:

ACCOUNTS OFFICER