

## परिशिष्ट- अ

### Form of letter to the Audit Officer for forwarding the pension papers of a Government Servant

10 DIGIT DDO CODE										
DEPARTMENT/OFFICE	NAME OF THE DEPARTMENT/OFFICE WITH COMPLETE POSTAL ADDRESS WITH PIN CODE									
EMAIL ADDRESS										
TELEPHONE NO.	MOBILE NO.									

NO.

DATE:

To,

The Principal Accountant General,  
Maharashtra I/ II

Subject: Pension papers of \_\_\_\_\_  
for authorization of Pension

Sir,

I am directed to forward herewith the pension papers of Smt. /Shri \_\_\_\_\_,  
(designation) of ----- Department / Office  
for further necessary action.

Yours faithfully,

Head of the Office  
(Pension sanctioning Authority)

List of Enclosures:

- 1) SINGLE COMPREHENSIVE FORM FOR ASSESSMENT OF PENSIONARY BENEFITS
- 2) Original Service Book of Smt. / Shri -----,  
(Designation)

**नमुना-१**

**SINGLE COMPREHENSIVE FORM FOR ASSESSMENT OF PENSIONARY BENEFITS**

Section A --			
UID *			
1	Employee Code No. (Sevaarth ID) *		
2	Name of the Government servant as in Sevaarth and Service Book (In Capital Letters & in English)		
		Father/Mother/Husband as per Service Book	
3	Father's/ Husband's Name		
4	Date of Birth (by Christian era)	DD/MM/YYYY	
5	Name of family pensioner (in Block Letters) (if applicable)		
6	Relationship with Govt. Employee		
7	Religion	Sex	Male/Female
8	Mobile No.	+91	
9	E-mail id		
10	GPF Account Number		
11	Residential Address before retirement showing village, town, district and State with pin code  Telephone No. With STD Code		
		STD Code	
12	Permanent Address after retirement showing village, town, district and State with pin code  Telephone No. With STD Code		
		STD Code	No.

13	Family details of Government Servant as given in Form 3 Family for this purpose means family as defined in Clause (b) of sub-rule (16) of rule 116 of Maharashtra Civil Services (Pension) Rules, 1982									
	Sr. No.	Name of the members of family				Date of Birth		Relationship (Please mention if handicapped or mentally retarded)		
	1									
	2									
	3									
	4									
5										
14	Place of Payment of Pension		Treasury : Bank Name: Branch Name: IFS Code No. Account No: (zerox copy of 1st page of Bank Pass Book to be enclosed) Name on Pass Book must tally with the Name written on the First Page of the Service Book and Sevaarth.							
15	Signature of the applicant									
<b>Section B</b>										
16	Date of appointment									
17	Period of daily rated/daily wage service/work charged service which counts for pension		From	DD	MM	Y	To	DD	MM	YYYY
						Y				
18	Date of confirmation		DD		MM			YYYY		
19	Date of retirement		DD		MM			YYYY		
20	Date of death (In case of death of employee while in service)		DD		MM			YYYY		
21	Class of pension applicable (Rule under which retired)									
22	Designation (the post from which retired)									

23	DDO code & name of the office last served with complete Postal Address with pin code																		
	Telephone No. of Office																		
	e-mail ID of Office																		
24	DDO code & designation of the DDO for payment of Gratuity with complete postal address with pin code																		
	Telephone No.																		
	Mobile No.																		
25	Name of Treasury for payment of Gratuity																		
26	Details of Nomination for Retirement Gratuity/ Death Gratuity submitted by government servant / his family and accepted by Head of the Office.																		
	Name & Address of the nominee/nominees		Relation with Govt. servant	Amount of Share	Name & Address of the alternate nominee/nominees		Amount of Share												
27	Period of Foreign Service & whether Leave Salary & Pension Contribution is received. (Details must be noted in the Service Book)																		
28	Total period of Military service for which pension or gratuity was sanctioned																		
29	Amount and nature of any pension/gratuity received for the Military service		Rs.																
30	Whether opted for Family Pension admissible under Military Service. (only in case of death while in service)																		
31	Amount and nature of any pension/gratuity received for previous civil service																		
32	Government under which service has been rendered (in the order of employment) (applicable only to the employee who had served any other government)																		

33	Gross Qualifying Service	From date	To date	Years	Months	Days
	Less:					
	1.Periods of Non qualifying service Half of daily rated/daily wages service.					
	2.Interruption in service condoned under rule 48 of the M.C.S.(Pension) rules,1982					
	3.Extraordinary leave specifically sanctioned not to qualify for pension.					
	4.Extraordinary leave on private grounds availed after 01/02/2001					
	5.Suspension period not treated as qualifying service					
	6.Any other service not treated as qualifying service					
	Total Non-qualifying service					
	Weightage admissible if any					
	Net Qualifying Service					
34	Last Pay drawn with Grade Pay if any					
35	Pay Band and Grade Pay					
36	Pay reckoned for Gratuity					
37	Average pensionable Pay earned during the last 10 months service					
	From	To	Pay + DP/GP	NPA if admissible	Total	Amount
				Grand Total		
				Pensionable Pay		
38	Proposed Pension plus relief on pension					
39	Date of commencement of Pension					
40	Proposed Retirement Gratuity / DCRG Less: Provisional Gratuity paid (if any)					

41	Details of commutation of pension as per Form A / B / C			
	Date of application for Commutation of Pension			
	Percentage of amount of monthly pension commuted			
	Amount of Commuted Value admissible			
	Reduced pension amount			
42	Whether Family Pension 1964 applies to the employee and if so:			
	Pay reckoning for the family pension.			
	ii)The amount of the family pension becoming payable to the family of the employee, if death takes place after retirement			
	a) Before attaining the age of 65 yr. or			
	b) After attaining the age of 65 years.			
43	Names of the eligible Family Pensioner *			
	Name of the de facto-guardian in case of minor Family Pensioner (If family pension/death gratuity are payable to a minor and there is no natural guardian surviving in the family, the benefits are payable through de facto -guardian on behalf of minor till the latter attains the age of majority. The de facto guardian is required to submit Indemnity Bonds in the prescribed form 28 for death gratuity and Form 29 for Family Pension on stamp paper of appropriate value, duly notarized and duly accepted by Head of office. The indemnity bonds mentioned above need to be supported by an affidavit about guardianship made by the de-facto guardian in the Court of Law and duly accepted by Head of office.)			
44	Date of birth of Family Pensioner (to be supported with proof)			
45	Whether the Family Pensioner is in receipt of pension / family pension. If so details thereof			
46	Amount of Provisional Pension / Family Pension paid Period for which paid From to			
47	Amount of Provisional Retirement Gratuity/ Death Gratuity sanctioned and paid			
48	Recovery of Government dues (Fill in the required information only if applicable) Details of Government dues recoverable out of gratuity and head of account to which they are to be credited		Amount	Major Head
	License fee for the allotment of Government accommodation ( see sub rule (2), (3) and (4) of Rule 133 of Maharashtra Civil Service (Pension) Rules, 1982).			
	Dues referred to in Rule 134 of M.C.S. (Pension) Rules,1982			
	Balance of the house building advance			
	Interest on House Building advance			
	Balance of Conveyance advance			
	Interest on conveyance advance			
	Balance of Computer advance			
	Balance of any other advance (specify the nature of advance)			
	Interest on any other advance specified above (if applicable)			
	Over payment of pay and allowances including leave salary.			

	Income tax deductible at source under the Income Tax Act, 1961 (43 of 1961).		
	The amount of license fee for the retention of Government accommodation for the permissible period of one month beyond the date of retirement.		
	Any other assessed dues and nature thereof		
	Recovery of share of Management contribution to provident fund as per GR dated 04/11/1968		
	TOTAL :		
49	Amount of Gratuity to be withheld for recovery of un-assessed dues, if any.		
50	Head of Account to which pension and gratuity are debitible		
51	Enclosures as per the attached list	Specimen signature, Identification documents in duplicate and recent Joint Photograph in triplicate to be enclosed.	
52	Any other information that is found necessary to finalize the pensionary benefits		
<p>It is certified that,</p> <p>1) Departmental Enquiry is pending against Smt. / Shri _____ (As mentioned in the Government Resolution Number ----- dated -----)</p> <p>2) No departmental enquiry is either pending or proposed to be held against Smt. / Shri _____ as per certificate No.-----dated----- ----- issued by -----</p> <p>3) No Government dues remain to be recovered from Smt. / Shri _____ or amount of Rs. _____ to be recovered as given at Sr. No. 48 above.</p> <p>Smt. / Shri _____ is full time _____ (designation) in the school/ College from _____ to _____, which is recognized by Government of Maharashtra.</p> <p>The undersigned having satisfied himself that the above particulars are true and that the service details of the Government employee have been verified by the undersigned for authorizing Payment of Pension/Family Pension/DCRG as admissible under Maharashtra Civil Service(Pension) Rules,1982.</p>			
<p>Signature: Full Name: Designation of the Pension Sanctioning Authority /Head of the office.</p>			

List of Enclosures:

1) Original Service Book with pay fixation duly verified by the competent authority. (Last increment drawn or due immediately before retirement, date of retirement, category of retirement to be indicated in the service book).

- 2) Original Medical certificate of incapacity as per Rule 72 of MCS (Pension) rules 1982 if the claim is for Invalid Pension.
- 3) In case of absconding Government Servant copy of FIR duly attested, relevant sanction orders from the Government of Maharashtra.
- 4) (a) Two specimen signatures, duly attested by the Head of Institution or if the pensioner is not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions, duly attested by the Head of Institution.  
(b) Three copies of joint passport size photograph with spouse, if spouse is alive or three copies of the single passport size photograph if the spouse has predeceased, duly attested by the Head of Institution.  
(c) Two slips showing the particulars of height and identification marks, duly attested by the Head of Institution 5)  
A statement indicating the reasons for delay in case the pension papers is not forwarded before six months of the retirement of employee.
- 6) Written statement, if any, of the employee as required under rule 121(1) (a) (IV) of Maharashtra Civil Services (Pension) Rules, 1982.
- 7) Brief statement leading to reinstatement of the employee in case of the employee has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service or completion of departmental enquiry.
- 8) History of Service with details break/s in service and its / their condonation by Competent Authority.  
Certificate of Service in other Institution (s).
- 9) Last pay certificate.
- 10) Consent from pensioner for recovery from pension in case of any overpayment.
- 11) In the case of handicapped / mentally retarded children claiming family pension for life, the form should invariably be accompanied by certificate from a Medical Officer not below the rank of a Civil Surgeon stating, as far as possible, the exact mental or physical condition of the child along with a certificate from the sanctioning authority that the handicap is of such a nature which prevents him or her from earning his or her livelihood duly evidenced by a Medical Officer not below the rank of a Civil Surgeon.

NOTE:

1. When initials or name of the employee is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. Only three copies of recent Joint photograph need be furnished.
3. If the Family Pensioner is governed by rule 116 of Maharashtra Civil Services (Pension) Rules, 1982, and is unmarried or a widower or a widow, he / she is eligible for Family Pension till date of death of such pensioner or remarriage whichever is earlier.
4. If the Family Pensioner is governed by rule 117 of Maharashtra Civil Services (Pension) Rules, 1982 he shall be eligible to receive Family Pension for a period not exceeding 10 years from the date of death of the employee while in of service.
5. Strike out which is not applicable.