

FORM NO.7-A

Form of Sanctioning Pension

1. Name of the Government Servant
2. Father's name (and also husband's name
in the case of a woman Government servant)
3. (a) Present or last appointment, including
name of establishment
 - (i) Substantive ...
 - (ii) Officiating, if any ...
- (b) Remarks by the Receiving Authority
 - (i) As to the character and past conduct
of Government servant ...

Good/Fair
Indifferent/bad

- (ii) Explanation of any suspensions or degradation... ..
- (iii) Any other remarks
- (iv) Specific opinion of the Receiving
Authority whether the service claimed
is establishment and should be admitted
or not

(c) Orders of the pension sanctioning authority

The undersigned having satisfied himself that the services of Shri/Shrimathi/Kumari..... has been thoroughly satisfactory hereby orders the grant of the full pension, death-cum-retirement Gratuity, service Gratuity which may be accepted by the Audit Officer as admissible under the Rules.

OR

The undersigned having satisfied himself that the services of Shri/Shrimathi/Kumari..... has not been

thoroughly satisfactory hereby orders that the full pension and or Gratuity which may be accepted by the Audit Officer as admissible under the rule shall be reduced by the specified amount or percentage indicated below:

Amount or percentage of reduction in pension.....

Amount or percentage of reduction in Gratuity.....

The grant of pension and/or gratuity shall take effect from.....

(d) In the event of death of Shri/Shrimathi.....
a family pension of Rs..... will be admissible to Shrimathi/Shri..... as admissible under the Family Pension Rules, 1964.

(e) In terms of rule 10 of the aforesaid Scheme he/she is required to contribute a portion of gratuity equal to two months emoluments or pay as the case may be. Necessary recovery out of the gratuity payable to Shri/Shrimathi.....has been/may be made.

(f) A sum of Rs.....on account of.....is to be held over from the Gratuity till the outstanding Government dues are assessed and adjusted.

(g) The following service of the Government servant has been approved for the grant of special additional pension admissible under the Rules.

Post/Posts held.....

Period of service.....

The pension and Gratuity, are payable

at.....

Treasury/Sub- Treasury and are chargeable to the Head.....

This order is subject to the condition that if the amount of pension and/or gratuity as authorized be afterwards found to be in excess of amounts to which the pensioner is entitled under the Rules, he/she shall be called upon to refund such excess.

Date.....

**Signature and Designation of the
Pension Sanctioning Authority**

Details of provisional pension and gratuity to be drawn by the Head of Office in accordance with the procedure laid down in Note below Rule 341.

Provisional Pension	Rs.	p.m.
Gratuity (3/4 of the full gratuity mentioned against item 13 of form 7)	...	Rs.	
Less			
(i) Contribution towards Family Pension Rules, 1964 (see item 3(e) of the Form)	...	Rs.	
(ii) Amount held over for adjustment of Government dues (see item (f) of the form)...		Rs.	
Net amount of gratuity to be paid provisionally	...	Rs.	

Signature of the Head of Office