

**NAME OF THE PENSION SANCTIONING AUTHORITY**

**From**

Pension sanctioning Authority with full address.

**To**

The Principal Accountant General (A&E),  
Andhra Pradesh, Vijayawada,  
Stalin Central Mall, 6<sup>th</sup> Floor,  
M.G. Road, Governorpet,  
Vijayawada, Andhra Pradesh – 520002.

Sir/Madam,

Sub: Forwarding of Service/Family Pension Proposals in respect of Sri. / Smt. **(Name of the Government Servant)**, **(Designation)** – Reg.

Ref: 1. G.O.Ms.No.263, Fin & Plg. (PSC) Department, Dt: 23.11.1998

2. G.O.Ms. No. 111, FINANCE (HRM.VI) DEPARTMENT, Dt: 03.09.2015

3. Application of Sri/Smt. **(Name of the Government Servant / Applicant)**.

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I hereby forward the pension proposal in triplicate, in respect of Sri. / Smt. **(Name of the Government Servant)**, **(Designation)**, **(Name of the Office)**, who retired / is going to retire / expired on **(Date)** along with the following documents.

1. Application for pension and gratuity in Part I duly signed by the applicant-in duplicate.
2. Calculation of pension/ Gratuity & Commutation etc Part II(A) - in duplicate.
3. Sanction of Pensionary Benefits Part 11 (B) – in duplicate.
4. Details of service in combined/successor states - Part II (C) -in duplicate.
5. Descriptive Rolls with specimen signatures of applicants & attested across the photos by the State Government Gazetted Officer - in quadruplicate.
6. Nomination form (for Retirement Gratuity, Lifetime arrears of Service pension, Death relief & Commuted value of pension) - in duplicate.
7. Declaration of non-receipt of any other pension - in duplicate.
8. Last Pay Certificate.
9. No Dues Certificate.
10. Service Register.
11. Death Certificate of Government Servant in case of Family Pension.
12. Family Members certificate (of Government Servant) in case of Family pension.
13. Certificate of Date of Birth in case of FP to Children under Category – I.
14. Guardian ship certificate in case of Family Pension to minor children/disabled children.
15. Any other document (Specify the name of the document when enclosed).

The receipt of the Pension proposals along with Service Registers may please be acknowledged. Necessary orders authorising the pensionary benefits may please be issued at the earliest.

Yours faithfully,

Pension Sanctioning Authority

Copy to **Government Servant / Applicant** and to **the DDO**.

**FORM OF APPLILCATION FOR SERVICE PENSION/FAMILY PENSION/RETIREMENTGRATUITY/SERVICEGRATUITY /COMMUTATION**

*(To be furnished in duplicate)*

PART-I Information to be furnished by the Government Servant / Applicant

(The Pension Sanctioning Authority shall forward the application duly processed to the AG (A&E) / L.F Authority within a period of 30 days)

1.	(a)Name of the Government Servant (b) Post held			
2.	Name of the Applicant (in case of death of government servant)			
3.	Permanent Address			
4.	Employee I.D Number			
5.	GPF Account Number			
6.	PAN Card No.			
7.	Aadhaar No.			
8.	IFS code and MICR code of the Bank where payment is opted			
9.	Address after retirement			
10.	Commutation of Pension (a) Whether willing to commute *40% of monthly pension, subject to A.P.Civil Pensions (Commutation) Rules, 1944 (b) If the answer is 'NO' specify the fraction less than *40%	YES/No		
11.	(a) Name of the Pension Disbursing Authority i.e., Treasury officer/Pension Payment Officer  (b) Name of the Paying Bank from where pension payment is desired by the pensioner /family pensioner gratuitant	<table><tr><td>Name of the Bank and Branch -----</td><td>S.B. Account No. -----</td></tr></table>	Name of the Bank and Branch -----	S.B. Account No. -----
Name of the Bank and Branch -----	S.B. Account No. -----			

*\*Note :-Consequent on the issue of orders in G.O.Ms.No.158 Fin &Plg (FW.Pen.I) Dept., dt. 16.9.99 enhancing the maximum pension that can be commuted upto 40% w.e.f. 1.4.99, this 1/3rd was to be changed as 40% at both the places.*

**12. List of family members**

(a)	(b)	(c)	(d)	Martial/Employment status of the children of the applicant/deceased Govt.servant	
Sl. 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 Given details of employment
1.					
2.					
3.					
4					

**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 alternations 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 A.P.Revised Pension Rules 1980.
- 3. In case of death while in service of Government servant, the answer ‘Married’ in case of daughters 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 affirms that the particulars given by me in Part-I at item 12 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.

Place :  
Date :

Signature of the  
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. \_\_\_\_\_

Sl.No	Name	Date of Birth	Relationship
1.			
2.			
3.			
4.			

Place :  
Date :

Signature of the  
Head of Office

**Office Seal :**

<b>Part-II (A) Information to be filled up by the Pension Sanctioning Authority</b>	
1. Name of the Government Servant and post held	
2. Father's name/Husband's name	
3. Name of the Applicant (in case of death of Government servant)	
4. Date of Birth of Government servant	
5. Date of entering into service	
6. Date of retirement/death	
7. Designation and office from which the Government servant retires/retired/died	
8. TAN of the DDO	
9. Signature of the DDO	
10. <b>The rules applicable :</b> (a) The relevant Rule under the AP Revised Pension Rules, 1980 applicable (tick the rule number (s) applicable and strikeout the rest)	Rule 33 Superannuation Pension (Rule 42)
	Rule 34 Retiring Pension (Rule 43/44)
	Rule 35 Pension 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
	(c) Whether PROVISIONAL PENSION is being sanctioned in terms of Rule 9 (4) read with rule 52
(d) Any other rule applicable	
11. Total service (6 - 5)	
12. Periods of non-qualifying service (a) E.O.L. (b) Suspension period (c) Dies - non (d) Boy service (e) Any other service not qualifying for pension	

Total non-qualifying service (a to e)			
13. Net qualifying service (11-12)			
14. Weightage if any			
15. Total qualifying service for calculation of pension (13+14)			
16. Last pay drawn (Rule 31, 46(4), 50(12)(c) APRPRs, 1980 Para 4 of G.O.Ms.No.87,Fin&Plg.(FW:Pen.I) Dept.,dt. 25.5.98)	Basic Pay: Scale : Under Revised Pay Scale :		
17. Calculation of service pension/ServiceGratuity (Rule 45 of APRPRs 1980)*			
18. Calculation of Retirement gratuity (Rule 46 of APRPRs, 1980)			
19. Calculation of Family Pension (a) Enhanced family pension			
(b) Normal family pension			
20. Period of Payment of Pension	As applicable to the case under consideration		
(a) Service Pension	From till death		
(b) Enhanced Family Pension	From To		
(c) Normal Family Pension	From To		
21. Government dues to be recovered in respect of	Principal	Interest	Total
(a) House Building Advance			
(b) Motor Car/Cycle Advance			
(c) Marriage Advance			
(d) Advance Leave Salary			
(e) Advance Salary on Transfer			
(f) Dues on Account of GovernmentQuarters			
(g) Telephone/Trunk Call Charges			

(h) Festival Advance			
(i) Education Advance			
(j) Computer Advance			
(k) Other Government Dues			
Total			
<b>Note :-</b> Information with conditions 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.			
22. LPC is enclosed/LPC will be sent after retirement :			

**CERTIFICATE**

**(As per Cir.Memo.No.42/PSC/2012, Dt: 17.02.2012 of Finance(PSC)Department)**

Certified that in the capacity of pension sanctioning authorities, that they have verified the services with reference to pay rolls, pay fixations, including the automatic advancement schemes, appointments/pay fixations from time to time till the date of retirement.

PENSION SANCTIONING AUTHORITY

**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 modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 18-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98.

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 modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 18-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98 & G.O.Ms.No.208 Finance(PSC) Dept, dt 04.06.2010

(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.

- c. Name of the beneficiary:

(i) Service pension	:
(ii) Retiring gratuity	:
(iii) Commutation	:
(iv) Family pension	:
(a) Enhanced Family Pension	:
(b) Normal Family Pension	:
(v) Under Revised Pay Scales	:

*Signature and Designation of  
Pension Sanctioning Authority  
Date :*

*Office Seal :*

- Note 1 :-** This is to be prepared in duplicate by the Pension Sanctioning Authority, one for the record of Pension Sanctioning Authority and the other one to be sent to Account 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-I.
- Note 3 :-** If the Pensionary benefits are not to be released, Part-II-B shall be struck off.
- Note 4 :-** If there is any likelihood 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.

## ANNEXURE - I

### DESCRIPTIVE ROLLS

#### \*A. SPACE FOR PHOTOGRAPHS

Single Photo <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	Joint Photo <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>
Service Pensioner/Family Pensioner/ Gratuity/Guardian of Minor or Handicapped Child	Joint Photo of Service Pensioner with Family Pension beneficiary/Guardian with Minor or Handicapped Child.

*(Attestation 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 Sri/Smt/Kum. \_\_\_\_\_
- Son/Wife/Daughter of \_\_\_\_\_
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- (ii) Family Pensioner/Gratuitant/Guardian of Minor or Handicapped Child :
- Specimen Signature of Sri/Smt/Kum \_\_\_\_\_
- Wife/Husband/Son/Daughter/Guardian of \_\_\_\_\_
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

#### \*C. PERSONAL IDENTIFICATION MARKS OF :

- (i) Service Pensioner : Sri/Smt/Kum \_\_\_\_\_
1. \_\_\_\_\_
  2. \_\_\_\_\_
- (ii) Family Pensioner/Gratuitant/Guardian of Minor of Handicapped Child :
- Sri/Smt/Kum \_\_\_\_\_
1. \_\_\_\_\_
  2. \_\_\_\_\_



**D. LEFT HAND THUMB AND FINGER IMPRESSIONS OF SERVICE PENSIONER/FAMILY PENSIONER/GRATUITANT/GUARDIAN OF MINOR OR HANDICAPPED CHILD: (TO BE GIVEN BY THE 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 :

Attested by  
Signature :

Date :

Name

Designation

Office Seal :

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

**Note 3 :-** 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.

\* Please see Page No : 183

**ANNEXURE - II****NOMINATION**

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

I hereby 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 which having become admissible to me on retirement which may remain unpaid at my death.

Name address of Nomi- nee (s)	Relationship with Govt. Servant	Age	Amount share payable to each in Col.1	Contingencies on the happen- ing of which the nomina- tion shall become invalid (Death need not be men- tioned)	Name and address relation- ship and age of the alternative nominee(s) to whom the right conferred on the nominee(s) in Col.1 shall pass in the event of the nomin- ation to him/her/ them beco- ming ineff- ective	Amount or share payable to each in Col.6
1	2	3	4	5	6	7

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 the insertions of any name after he/she has signed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_ at \_\_\_\_\_

Witness :

1. Signature, Name and Address :

2. Signature, Name and Address :

Signature of the Government Servant

Name :

Designation :

Office :

Countersigned

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 Rule 46(5) of A.P. 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 signature of two witnesses shall only have the legal validity of a WILL.

Note (4) :- This 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 Accountant General/Local Fund Audit Offices.

Note (5) :- For the purpose of Rules 46, 47, 48 and 49 of Revised Pension Rules 1980, family in relation to a Government 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 steps 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 step 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 pre-deceased son.